

## **CHAPTER 20**

# **Administrative Procedures**



## **CHAPTER 20 – ADMINISTRATIVE PROCEDURES**

### **21 Ordering Channels/Cost Coding**

All agencies have designated ordering procedures for incident and wildland fire support and services. These established ordering channels provide for: rapid movement of requests, agency review, efficient utilization of resources, and cost effectiveness.

#### **21.1 Geographic Area Coordination Centers (GACCs)**

The GACCs act as focal points for internal and external requests not filled at the local level. GACCs are located in the following Areas:

##### **EASTERN – St. Paul, Minnesota:**

Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia, and Wisconsin.

##### **SOUTHERN – Atlanta, Georgia:**

Alabama, Arkansas, District of Columbia, East Texas (plus Texas State Forest Service in West Texas), Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Virginia, Puerto Rico, and the Virgin Islands.

##### **SOUTHWEST – Albuquerque, New Mexico:**

Arizona, New Mexico, and West Texas (west of the 100<sup>th</sup> Meridian).

##### **ROCKY MOUNTAIN – Lakewood, Colorado:**

Colorado, Kansas, Eastern Wyoming, Nebraska, and South Dakota.

##### **NORTHERN ROCKIES – Missoula, Montana:**

Montana, North Dakota, Northern Idaho, and Yellowstone National Park, Wyoming.

##### **ALASKA – Fort Wainwright, Alaska:**

Alaska.

**NORTHWEST – Portland, Oregon:**

Oregon and Washington.

**NORTHERN CALIFORNIA OPERATIONS – Redding, California:**

Northern California and Hawaii.

**SOUTHERN CALIFORNIA OPERATIONS – Riverside, California:**

Southern California and USA Pacific Islands.

**EASTERN GREAT BASIN – Salt Lake City, Utah:**

Southern Idaho, Western Wyoming, Utah, and a portion of Arizona north of the Colorado River.

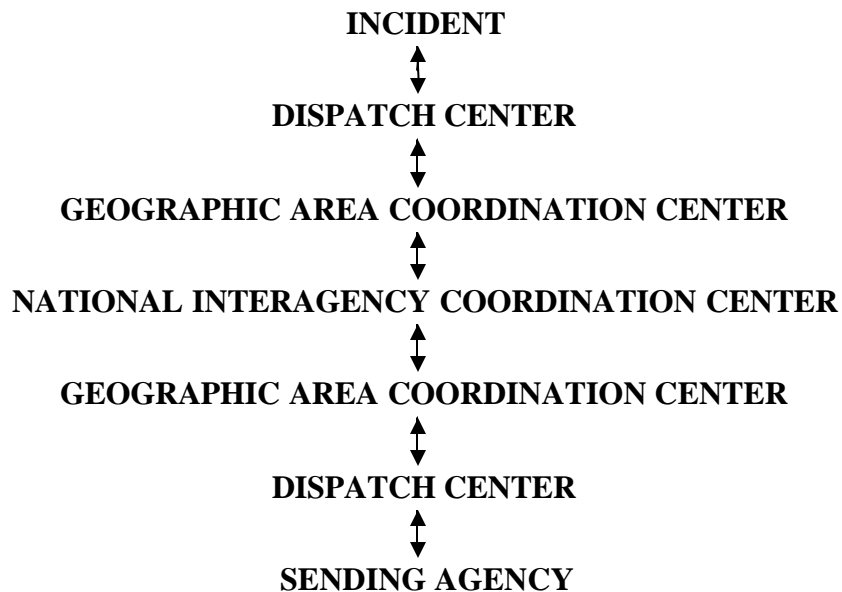
**WESTERN GREAT BASIN – Reno, Nevada:**

Nevada.

**21.2 Ordering Procedures**

Orders as the result of an incident, preparedness, severity, and wildland and prescribed fire will follow the established ordering channel displayed below.

At the point in this flow when an order can be filled, reverse the process to insure proper notification back to the incident or requesting office. Local agency dispatch offices should use mutual aid agreements with cooperators whenever possible.



### **21.2.1 Support to Border Fires**

Border fires are defined as a wildfire that has crossed the boundary from one (1) Geographic Area into another or where the fire is expected to cross the boundary within two (2) burning periods.

Whereas both Geographic Areas have a vested interest and authority to provide resource support to the incident, they may order directly from each other in support of the incident. The following protocols apply:

- A. A single ordering point will be designated to ensure proper assignment and demobilization of resources. The incident will remain with the originating unit for situation reporting and prioritization.
- B. The dispatch organization designated as the single ordering point may place orders to either GACC using established ordering channels, however only the GACC of the originating unit expanded dispatch is authorized to place orders with NICC.
- C. Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. In order to maintain effective coordination and ensure that the appropriate resources are mobilized, daily conference calls will be conducted between both GACCs and the expanded dispatch organization for the duration of the incident.

### **21.2.2 Mobilization and Demobilization Information**

All resource information, including travel, will be relayed electronically through the Resource Order Status System (ROSS).

All times (ETA and ETD) are in local time zones.

A Cache Shipping Status Form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Incident Radio Support Cache (NIRSC).

Travel information for resources mobilizing to and demobilizing from an incident will be transmitted by creating a travel itinerary in ROSS. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and arrival location, date and time.

### 21.3 Non-Incident Related Ordering

Resource acquisition not related to an incident, preparedness, severity, and wildland or prescribed fire may also follow these ordering procedures. The use of appropriate cost coding procedures is required. Procedures for National Interagency Support Cache ordering are in Chapter 20, Section 23.3 of this Guide.

### 21.4 Cost Coding

All fire suppression orders are to have an interagency FireCode assigned by the ordering office. (Information on the interagency FireCode can be found at: [http://www.nifc.gov/news/firecode/userguide/guide\\_toc.html](http://www.nifc.gov/news/firecode/userguide/guide_toc.html).) Orders processed through NICC must have at least one of the following federal agency cost codes assigned by the ordering office:



For all severity requests, the order must contain the word “severity”, as FWS, NPS, and BIA use the four (4) digit FireCode generated number for severity requests.

#### 21.4.1 Bureau of Land Management (BLM)

The BLM wildland fire management cost coding is divided into ten (10) activities:

1.	Wildland Fire Preparedness	2810
2.	Fire Deferred Maintenance & Capital Improvement	2813
3.	Suppression Operations	2821
4.	Emergency Stabilization	2822
5.	Hazardous Fuels Reduction	2823
6.	Wildland Urban Interface	2824
7.	Fire Program Reimbursement	2830
8.	Rural Fire Assistance	2860
9.	Burned Area Rehabilitation	2881
10.	Joint Fire Science Program	2891

The use of 2813, 2821, 2822, 2823, 2824, 2830, and 2881 requires a project code. The interagency FireCode Program will be used to generate a four (4) character project code for fire suppression activity.

**21.4.2 Bureau of Indian Affairs (BIA)**

The BIA wildland fire management funding has six (6) activities. Each activity has sub-activities with their respective cost code structures:

1. Wildland Fire Preparedness
 

Wildland Fire Preparedness	92100	92100
Preparedness	92120	92120P
Program Management	92121	
Readiness	92122	
Interagency Fair Share	92130	92130P
Program Management	92131	
National Programs	92140	92140P
Program Management	92141	
Fire – Construction in Progress (CIP)	92150	92150R
2. Emergency Operations
 

Emergency Suppression	92300	92300
Suppression	92310	92310R
Emergency Stabilization	92320	92320
Severity	92350	92350R
3. Hazardous Fuels Reduction – Non-WUI
 

Hazard Fuels Reduction – Non-WUI	92600	92600R
Hazard Fuels Reduction – Fire Use	92630	92630R
Hazard Fuels Reduction – Mechanical	92640	92640R
4. Burned Area Rehabilitation
 

Burned Area Rehabilitation	92B00	92B00R
Rehabilitation	92B20	92B20R
5. Rural Fire Assistance
 

Rural Fire Assistance	92R00	92R00R
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6. Hazardous Fuels Reduction – WUI
 

Wildland Urban Interface	92W00	92W00R
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The sub-activity, Fire – Construction in Progress (92150R), requires approval by the BIA Fire Management Office at NIFC. The job code is mandatory as it tracks costs for approved projects. All sub-activities, with the exception of Operations (92310R), require funding approval by the

BIA Fire Management Office at NIFC. Job codes are mandatory as they track costs for approved projects within these sub-activities. These are noted above with an “R” after the program code. The sub-activity, Severity (92350R) will be considered on an interagency basis.

For severity requests, the interagency FireCode Program will be used to generate a four (4) character code that will be used to track and compile costs.

### 21.4.3 National Park Service (NPS)

The NPS wildland fire management cost coding is divided into seven (7) activities and twenty-five (25) sub-activities:

1.	Wildland Fire Preparedness	8500
	Readiness	P11
	Facilities, Construction, and Maintenance	P12
	Research and Technology	P13
	Fire Plans	P14
2.	Fire Suppression Operations	8530
	Suppression	E11
	Fire Use	E12
	Emergency Stabilization	E13
3.	Burned Area Rehabilitation	8540
	Burned Area Rehabilitation	B11
	Burned Area Monitoring	B14
4.	Hazardous Fuels Reduction – Non-WUI	8550
	Fuels Management	H11
	Hazardous Fuels Projects – Prescribed Fire	H12
	Hazardous Fuels Compliance	H13
	Fire Effects	H14
	Hazardous Fuels Projects – Mechanical	H22
	Hazardous Fuels Projects – Other	H32
5.	Wildland Urban Interface	8560
	Wildland Urban Interface Management	W11
	Wildland Urban Interface Projects – Prescribed Fire	W12
	Wildland Urban Interface Compliance	W13
	Wildland Urban Interface Monitoring	W14
	Wildland Urban Interface Project – Mechanical	W22
	Wildland Urban Interface Projects – Other	W32



6.	Rural Fire Assistance	8570
	Rural Fire Assistance	R11
7.	Fire Protection Assistance	8520
	National Income Account	F11
	Expenditure Account – Preparedness	F12
	Expenditure Account – Operations	F13

The interagency FireCode Program will be used to generate a four (4) character project code for fire suppression activity.

For severity requests, the interagency FireCode Program will be used to generate a four (4) character code that will be used to track and compile costs.

#### **21.4.4 Fish and Wildlife Service (FWS)**

The FWS wildland fire management cost coding is divided into seven (7) activities:

1.	Wildland Fire Preparedness	9131
2.	Suppression Operations	9141
3.	Emergency Stabilization	9142
4.	Burned Area Rehabilitation	9262
5.	Hazardous Fuels Reduction Operations	9263
6.	Wildland Urban Interface Projects	9264
7.	Rural Fire Assistance	9265

All cost codes require a five-digit organization code. The interagency FireCode will be used with the 9141 sub-activity. The use of 9262, 9263, 9264, and 9265 sub-activities requires a project number.

For severity requests, the interagency FireCode Program will be used to generate a four (4) character code that will be used to track and compile costs.

#### **21.4.5 Forest Service (FS)**

The FS wildland fire management cost coding falls under seven (7) activities. The interagency FireCode Program will be used to generate a four (4) character code that will be used to track and compile costs. NIFC will add the appropriate preceding two (2) characters and input into the financial system.

1. “P” codes represent wildland fires.

2. “G” codes represent wildland fire use for resource benefits.
3. “B” codes represent base time for preparedness funded resources that support the suppression.
4. “T” codes represent prescribed fires.
5. “S” codes represent severity requests. “S” codes have been established in each region to represent all other severity authorizations.

S (region number)\_1111-Short duration severity, approved at the Regional level.

S (region number) 9999-Longer duration, approved at the National level.

Four (4) national standard codes have been established to track interagency severity assists:

S70001-USFS resource used on **BIA** fire  
S70002-USFS resource used on **BLM** fire  
S70003-USFS resource used on **FWS** fire  
S70004- USFS resource used on **NPS** fire

6. “F” codes indicate FEMA supported incidents. An “F” code will be assigned by the Forest Service Regional Office that is within the affected FEMA Region. All units providing support will use the “F” code assigned for all charges by the ordering office. Under the Federal Response Plan (FRP), overtime, travel, and per diem are reimbursable. Base salary costs are not reimbursed in most cases. (See Chapter 10, Section 12.1.1.)

7. “R” codes are not to be used on resource orders. They are used only for billing purposes with the Forest Service.

## 22 Overhead/Crews

Personnel must be requested by the description found in the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 0065 (March 2004) and in the National Interagency Incident Management System Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, NFES 1414 (January 2000). All requests will be in one of these categories:

- C = Crews by type
- O = Overhead by position title
- IA = Initial Attack Smokejumpers

### 22.1 Overhead Mobilization and Demobilization

Units filling requests for personnel are responsible for ensuring all performance criteria are met. Requests will be processed as "fully qualified" unless "Trainee Acceptable" is selected as an Inclusion in ROSS. The sending unit must designate a Chief-of-Party/Flight Manager when two (2) or more personnel travel together to the same incident via non-commercial air transport. Refer to Chapter 62.8 for Chief-of-Party/Flight Manager responsibilities.

NICC will not accept requests for clerical, driver, or laborer positions. It is not cost effective to hire and transport such personnel when they are normally available from local sources.

**Name requests for suppression or all-hazard incidents should be rare and will only be accepted for highly specialized positions or to meet specific agency objectives (for example, name requests between state agencies).** The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests not filled by the sending unit will be returned to the requesting unit by NICC as UTF.



Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests may be appropriate and are typically directed by agency managers.

Name requests charged to budgeted/programmed, non-suppression funds are acceptable and will be processed without delay.

Unless specified "agency only", ADs and private contractors will be accepted for suppression and severity orders.

During demobilization of resources, emphasis will be placed on having personnel home no later than 2200 hours local time. Occasionally, the availability of large transport aircraft will dictate timeframes during demobilization.

## 22.2 Crews

Crews will be ordered by a standard type. Four (4) types exist for National or interagency assignments. They are; Type 1, Type 2, Type 2 with IA (initial attack) capability, and Type 3. Refer to Chapter 62.2 for minimum crew standards for national mobilization.

When mobilizing crews within local and Geographic Areas, National Contract Crews may be ordered after agency and agency cooperator resources are mobilized, but before Emergency Equipment Rental Agreement (EERA) resources. Each Host Unit Dispatch Center (HUDC) must give dispatch preference to their assigned National Contract Crew resources over EERA resources. These procedures can be waived in initial attack situations in order to dispatch the closest forces, assuming the National Contract Crews cannot meet requested date/time. Geographic Areas should utilize internal crew capability (agency, cooperator, National Contract, and EERA) prior to requesting crews from another Geographic Area. National Contract Crews will not be factored into HUDC or GACC drawdown levels, held in reserve or for contingency, unless they are in paid, standby status. All HUDCs will report status to GACCs on a daily basis.

### Type 1 Crews:

Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 0065 (March 2004). Interagency Hotshot Crews (IHC) are a Type 1 crew that exceeds the Type 1 Standards as required by the National IHC Operations Guide (2001). Interagency Hotshot Crews require appropriate Federal or State agency sponsorship and a recommendation by their respective Geographic Area Coordinating Group for inclusion into the National Interagency Mobilization Guide. NICC will maintain availability status of Type 1 Crews, but will not recognize internal Geographic Area rotations of these crews.

Type 1 Crews attempting to transport chain saws on other than NIFC contract jets should always be prepared to ship their chain saws via an alternative method should loading be refused. Type 1 Crews normally come equipped with hand tools. There may be occasions when Type 1 Crews transported by air do not arrive with hand tools. If tools are needed, they should be ordered separately as supply items.

When Type 1 Crews are transported by aircraft, the receiving unit should be prepared to provide the following:

- A. Crew transportation.

- B. Vehicle to transport saws, fuel, and hand tools separate from crew transportation.
- C. Fire equipment (minimum two (2) cases of fuses).
- D. Chain saws (four (4) kits).
- E. Saw fuel (ten (10) gallons, unmixed).
- F. Bar oil (five (5) gallons).

Type 2, Type 2 IA and Type 3 Crews:

Crews that meet minimum standards identified within the Fireline Handbook, NWCG Handbook 3, PMS 410-1, NFES 0065 (March 2004). Type 2 Crews will be ordered as Type 2 or Type 2 IA. In addition to the Type 2 minimum standards, Type 2 IA Crews can be broken up into squads and have three (3) agency qualified sawyers.

Type 2, Type 2IA and Type 3 Crews ordered through NICC **DO NOT** come with chain saws or hand tools when transported by air. If chain saws or hand tools are needed, they should be ordered separately as supply items.

Units sending Type 2, Type 2 IA, and Type 3 crews will determine the ratio of crews to Crew Representatives (CREP) needed for a given assignment. Depending on the assignment, ratios of 1:1 to 1:4 may be appropriate. A CREP is assigned authorities that AD employees cannot legally perform have the responsibility to inform the sending dispatch organization of personnel injuries or emergencies. These responsibilities can be met by an Interagency Resource Representative (IARR) as well. A CREP assigned to Type 2, Type 2 IA, and Type 3 crew will remain with the crew from the initial dispatch until the crew is released to home unit. CREPs are not required for agency regular crews.

Standard crew size is twenty (20) people maximum and eighteen (18) people minimum (including Crew Boss, Crew Representative, and trainees).

All equipment will be inspected and weighed at time of mobilization to ensure adherence to safe transportation procedures.

All crew personnel mobilized and demobilized outside the local unit through NICC will be identified on a crew manifest form. Crew supervisors or CREP's will maintain a minimum of four (4) accurate copies of this form at all times. Crew weights will be manifested separate from personal gear and equipment weights. The crew supervisor or CREP will ensure compliance with weight limitations. See Chapter 13.8 for standard weight and gear policy.

Anytime a Geographic Area or State has committed four (4) or more crews, an Interagency Resource Representative (IARR) can be sent by the sending unit or

the receiving unit can request them. For each IARR sent, it is the responsibility of the sending GACC to mobilize, demobilize, and ensure proper notification is made to the receiving GACC. An IARR mobilized to incident assignments away from their home unit should have the ability to be fiscally self-sufficient. If the IARR is not self-sufficient, the receiving unit must be notified in advance so they can be prepared to support them.

### **22.3 Interagency Fire Use Modules**

Orders for Interagency Incident Management Teams will be placed through established ordering channels in ROSS using an Overhead Group Request and configured according to Chapter 62.31.

Interagency Fire Use Modules provide skilled and mobile personnel for prescribed fire management and Wildland Fire Use (WFU) in the areas of planning, fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- A. Support burn unit preparation.
- B. Support mechanical hazardous fuel reduction projects.
- C. Assist with fire effects plot work.



### **22.4 Smokejumpers**

Smokejumpers primary mission is initial attack. Smokejumpers that have been trained and assembled from the same base may be assigned as Type 1 smokejumper crew, however, concurrence with NICC must be obtained prior to configuring them as a crew or for extended attack use.

NICC must be notified when a Geographic Area has internally committed or mobilized 50% of their smokejumpers. Geographic Areas will inform NICC prior to the establishment of smokejumper spike bases.

When requesting a booster load or when pre-positioning individual smokejumpers they will be ordered in ROSS by individual Overhead request numbers. Requests may specify a desired delivery system (round or square parachutes). When a booster load of smokejumpers is ordered to a base managed by a different agency, a spotter must be ordered to accompany the booster load, unless a spotter from the sending agency is already on site at the requesting base. Smokejumper aircraft must be ordered separately if needed.

The following are included as standard items for each reinforcement smokejumper:

- A. Two (2) main parachutes (BLM or FS).
- B. Rigging kit (for booster load).

- C. Smokejumper gear.
- D. Firefighting gear.

Any additional requirements or equipment should be requested at the time of ordering. When smokejumpers are needed jump-ready for initial attack with aircraft, they are to be requested in ROSS as “Load, Smokejumper, Initial Attack” on a single Aircraft request number, specifying the delivery system is not permitted. The sending unit will fill the request with a roster in ROSS or by forwarding a manifest form, with name and agency identification, through the established ordering channels.

Smokejumpers held as boosters after release from the first IA assignment will be placed on an Overhead order using individual “O” requests. Smokejumpers recovered and mobilized to another assignment, internally or across Geographic Area boundaries, will also be placed on an Overhead order.

Aircraft delivering Initial Attack smokejumpers will return to the sending base or a designated airport before the end of the pilot’s daily flight or duty limitations. Any intent or necessity to retain the aircraft will be negotiated between NICC and the sending GACC. If the aircraft is retained past the first operational period, it will be placed on an Aircraft request through established ordering channels.

## 22.5 Helicopter Module

Call-When-Needed (CWN) helicopters will be managed by a qualified Helicopter Manager (HELM) and qualified Helicopter Crew Members (HECM), when combined; they function as a helicopter module. Managers must be qualified as a Helicopter Manager, Call-When-Needed (HELM).

TYPE HELICOPTER	FAA STANDARD / TRANSPORT CATEGORY	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use* or FAA Restricted Category
1	Manager plus Four (4) Helicopter Crewmembers	Manager only	Manager only
2	Manager plus Three (3) Helicopter Crewmembers	Manager only	Manager only
3	Manager plus Two (2) Helicopter Crewmembers	Manager only	Manager only
<b>CWN Helicopter and Module must mate up away from Incident(s) or Fire Operations. The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the standard module configuration.</b>			

Units requesting helicopter modules will do so using an Overhead (O) request for each position. Helicopter module requests should be coordinated with anticipated helicopter delivery time and location.

Ordering a helicopter module for a CWN helicopter is not automatic. Ordering units should attempt to fill helicopter module positions internally first.

If the intended use is for initial attack, the HELM request must specify that a fitness level of arduous is required. Any other qualification requirements (ICT4, etc.) must also be specified.

If CWN helicopter personnel/modules are required to arrive with special needed items (flight helmets, radios, etc.), it must be specified at the time of request.

## **22.6 Communications Coordinator**

A Communications Coordinator must be assigned when a second 4390 Starter System is assigned to any incident within a one hundred (100) mile radius of the first assigned 4390 Starter System.

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

A Communications Coordinator shall manage the allocation of communication resources including the assignment of frequencies to individual incidents involved in the multi-incident complex. (See Chapter 62.7)



## **22.7 Incident Meteorologist (IMET)**

Whenever a Geographic Area mobilizes a Type 1 Interagency Incident Management Team, the Geographic Area will provide an IMET who will be assigned to the incident. Certain situations could develop where an IMET is not needed for each incident, such as when two (2) or more incidents are in close proximity to each other. In these cases, one (1) or more IMETs could be shared by the incidents. Incident Commanders must ensure sufficient weather information is available to ensure safety and minimize the risk to incident personnel.

IMET status will be maintained by the respective Geographic Area in ROSS. Status will include updated contact information, the home jet port, individual qualifications, and current availability.

When an IMET is needed for an incident, the request will be placed with the local National Weather Service (NWS) Forecast Office within the local fire weather district in which the incident is located.



If the IMET request is not filled by the NWS Forecast Office or if the National Preparedness Level is at 4 or higher, the request will be placed up to the GACC. The GACC will contact the NWS National Fire Weather Operations Coordinator (NFWOC) (Larry Van Bussum or acting) in Boise, Idaho by calling 1-208-334-9862 (office) or 1-208-863-2582 (cell).

The NFWOC will then identify the name and location of the available IMET to fill the ordering incidents IMET request. If the available IMET is located within the Geographic Area where the Incident is located, the IMET will be ordered by name request and internally mobilized using established procedures. If the available IMET is located in another Geographic Area, the IMET request will be placed to the National Interagency Coordination Center (NICC) as a name request using established procedures. NICC will place the IMET request to the appropriate Geographic Area to be filled.

When the NWS cannot provide transportation, the sending dispatch office is responsible for arranging and providing mobilization needed for the IMET and any required equipment to the incident. The incident or incidents host agency is responsible for arranging and providing demobilization needed for the release of the IMET and required equipment back to the home unit.

The IMET is a single resource covered under a reimbursable agreement 422RAI020030 (BLM) with the Department of Commerce, NOAA-NWS. Standard NWS equipment that is essential to on-site meteorological support is mobilized with each IMET, no additional resource order requests are necessary. Standard NWS equipment does not require additional ordering by the incident. Basic standard NWS equipment includes:

- A. Laptop computer
- B. Printer
- C. Mobile satellite setup and setup tools
- D. Cellular telephone
- E. All terrain rental vehicle
- F. Miscellaneous office supply

Reimbursement of costs associated with utilization of Standard NWS equipment such as cell phone usage charges and satellite communication charges is authorized under section 5.0, part B item 7 of the Interagency Agreement for Meteorological Services. Damages, failure, and daily wear incurred to standard equipment during an assignment is also eligible for reimbursement.

During an assignment, an IMET may place a resource order for a NWS Atmospheric Theodolite Meteorological Unit (ATMU). All associated items (helium, setup tools and related supplies) are provided under the ATMU resource order request, no additional resource order requests are necessary. Costs associated with an ATMU are reimbursable.

## **22.8 Cache Support Positions**

These positions are available to assist fire caches during periods of high activity or when shortages of locally trained personnel hinder cache operations.



## **22.9 National Incident Management Teams**

### **22.9.1 Interagency Incident Management Teams**

Interagency Incident Management Teams will be ordered by type. Two (2) types exist for National or interagency assignments. They are National Type 1 Interagency Management Teams and Type 2 Geographic Area Interagency Management Teams. National Type 1 Interagency Incident Management Teams will be mobilized according to the National call-out procedures from the National Interagency Incident Management Team Rotation list managed by NICC. Type 2 Interagency Incident Management Teams will be mobilized according to specific Geographic Area policy.

Orders for Interagency Incident Management Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 63.11.

The primary mission of Interagency Incident Management Teams is for wildfire incident management. Non-wildland fire incident management assignments on federal wildland agency managed lands may occur under the following guidelines:

- A. Planned events should be managed internally by the respective agency.
- B. The planned length of assignment should not exceed fourteen (14) days without negotiated approval documented on the Preparedness/Detail Request form.

A Federal Emergency Management Agency (FEMA) mobilization under the National Response Plan will be accomplished according to the National call-out procedures identified in Chapter 63.11. For procedural information on the National Response plan, see Chapter 12.1.1.

- A. The standard length of assignment of fourteen (14) days may be extended up to thirty (30) days after negotiated approval occurs between the Incident Commander and FEMA.

B. Base hours for Federal employees, in most cases, is not reimbursed by FEMA. Overtime, premium pay, and travel expenses may be paid by FEMA.

### **22.9.2 National Area Command Team**

National Area Command Teams will be mobilized according to the National call-out procedures from the National Area Command Team rotation list managed by NICC. Orders for National Area Command Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 63.21.

### **22.9.3 Interagency Fire Use Management Team (FUMT)**

Interagency Fire Use Management Teams will be mobilized according to the National call-out procedures from the Interagency Fire Use Management Team Rotation list managed by NICC. Orders for Interagency Fire Use Management Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 63.31.

The primary mission and priority of the Interagency Fire Use Management Team is to provide land managers with skilled and mobile personnel to assist with the management of Wildland Fire Use (WFU) and prescribed fires. Each FUMT offers the full range of appropriate management responses to wildland fire occurrence and large complex prescribed fire applications.

### **22.9.4 National Park Service All-Hazard Incident Management Team**

Orders for National Park Service All-Hazard Incident Management Team will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 63.4.

The primary mission of this team is to manage planned and unplanned non-wildland fire incidents on an interagency basis.

## **22.10 Incident Support Teams**



### **22.10.1 National Interagency Buying Teams**

National Interagency Buying Teams will be mobilized according to the National call-out procedures from the National Interagency Buying Team

Rotation list managed by NICC. Orders for National Interagency Buying Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 64.11.

The primary mission of a National Interagency Buying Team is to support the local administrative staff the incident acquisition. In addition, the Buying Team Leader has the responsibility for coordinating property accountability with the Supply Unit Leader. Responsibilities and coordination of the National Interagency Buying Teams can be found in the Interagency Incident Business Management Handbook, Chapter 20, Section 20.04, and in Chapter 40, Section 43.

National Interagency Buying Teams should not be utilized as “defacto” payment teams. Incident host agencies should order an Administrative Payment Team if the situation warrants it.

National Interagency Buying Teams are ordered by the incident host agency and report to the agency administrator, or designated position, and work with the local administrative staff to support the incident acquisition effort. Geographic areas will internally mobilize their National Buying Teams, local Geographic Area buying teams, or ad-hoc buying teams before requesting National Interagency Buying Teams from NICC. National Interagency Buying Teams are mobilized according to National Call-Out Procedures. (See Chapter 60, Section 69.3.)

#### **22.10.2 Administrative Payment Teams (APTs)**

The National Park Service (NPS) and Bureau of Indian Affairs (BIA) can provide Administrative Payment Teams.

Requests for NPS Administrative Payment Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 64.21. NPS Administrative Payment Teams will be mobilized according to the National call-out procedures from the Administrative Payment Teams Rotation list managed by NICC.

NPS Administrative Payment Teams can make a full range of vendor payments. The following should be considered before requesting an National Park Service Administrative Payment Team:

- A. The incident is predicted to be more than fourteen (14) days.

B. The incident host agency is unable to process the payments during and after the incident due to regular workload demands on the unit's staff.

C. The community which the incident is located near is providing support in the way of materials and supplies and is unable to replenish the stock without financial hardship and must be reimbursed fairly quickly.

Requests for BIA Administrative Payment Teams should be identified using a Name Request and placed through established ordering channels in ROSS using an Overhead Group Request.

Bureau of Indian Affairs Administrative Payment Teams have the authority to make payments to vendors as authorized in the interest of efficiency and economy of field operations during emergency incidents, Burned Area Emergency Response, and hazardous fuel reduction. Emergency incidents include pre-disaster, declared major disasters, and emergencies related to the safeguarding of lives and property from floods, fires, and other causes in cooperation with tribal, local, State, and Federal Governments.

### **22.10.3 Burned Area Emergency Response (BAER) Team**

Burned Area Emergency Response (BAER) is an integral part of wildfire incidents. All wildland fire management agencies are responsible for taking immediate and effective post wildfire site and resource stabilization actions designed to protect life and property and prevent further natural and cultural resource degradation while ensuring all environmental and legal mandates are met.

Baer team personnel meet training and PPE standards necessary to make non-escorted IC approved fireline visits. The Department of Interior (DOI) maintains two standing National Interagency Burned Area Emergency Response (BAER) Teams. Orders for Burned Area Emergency Response Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC based on prioritization criteria and team configured according to Chapter 64.3.

### **22.10.4 Critical Incident Stress Debriefing Teams**

Stress debriefing personnel and teams are usually provided internally or through locally contracted services. The National Park Service (NPS) has two (2) Critical Incident Stress Debriefing Teams available for interagency use. Requests will be placed through established ordering channels in ROSS using individual overhead requests.

### **22.10.5 National Fire Prevention and Education Teams**

Requests for National Fire Prevention and Education Teams will be placed through established ordering channels in ROSS using an Overhead Group Request to NICC and configured according to Chapter 64.41.

National Fire Prevention Education Teams provide skilled and mobile personnel for fire prevention education activities. They can be ordered to support a variety of situations affecting large or small geographic areas. Teams are effective in the reduction of unwanted human-caused wildland ignitions, particularly when wildland fire severity conditions are imminent and when unusually high fire danger is anticipated due to human activity, weather conditions, or hazardous fuels. Working with local agencies and resources, National Fire Prevention and Education Teams are equipped to complete on-site prevention assessments and plans, initiate the implementation of these plans, and begin immediate public outreach and information dissemination.

### **22.10.6 Wildland Fire and Aviation Safety Teams (FAST)**

Wildland Fire and Aviation Safety Teams assist Agency Administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. They can also do the following:

- A. Provide guidance to ensure fire and aviation programs are conducted safely.
- B. Review compliance with OSHA (Occupational Safety and Health Administration) abatement plans, reports, reviews, and evaluations.
- C. Review compliance with Interagency Standards for Fire and Aviation Operations.

Wildland Fire and Aviation Safety Teams can be requested to conduct reviews at the local, state, and regional level. If a more comprehensive review is required, a National FAST can be ordered through established ordering channels to NICC in ROSS using individual overhead requests.

Wildland Fire and Aviation Safety Teams will be chartered by their respective Geographic Area Multi-Agency Coordinating Group (GMAC), with a delegation of authority, and report back to the GMAC.

The team's report includes an executive summary, purpose, objectives, methods and procedures, findings, recommendations, follow-up actions (immediate, long-term, and national issues), and a letter delegating authority for the review. As follow-up, the team will gather and review all reports prior to the end of the calendar year to ensure identified corrective actions have been taken. FAST reports should be submitted to the Geographic Area, with a copy to the Federal Fire and Aviation Safety Team (FFAST) within thirty (30) days.

#### **22.10.7 Aviation Safety Assistance Team (ASAT)**

Aviation Safety Assistance Teams (ASAT) enhance safety, efficiency, and effectiveness of aviation operations. An ASAT provides assistance to unit and aviation managers, flight crews, and incident management teams for increasing ongoing or declining incident aviation activity.

If an ASAT cannot be filled internally, the request may be placed with NICC through established ordering channels using individual overhead requests and configured according to Chapter 64.61.

ASATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority, which establishes the roles of the team and its expectations. The teams will provide daily feedback to the person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

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## **23 Equipment/Supplies**

All Equipment and Supply Orders will follow established ordering procedures, except for the redistribution of supplies within the National Fire Equipment System (NFES). Redistribution of excess supply items will be coordinated by the designated NFES Cache Manager(s). Cache orders will be filled to meet timeframes specified, using the most economical service. All NFES cache items are shipped ready for fireline use.

### **23.1 Equipment/Supplies Mobilization**

Equipment will be requested on an Equipment Order. All resource information, including travel, will be relayed electronically through ROSS.

Examples of Equipment resources are:

- A. National Contract Mobile Food Services (Caterers).
- B. National Contract Mobile Shower Facilities.
- C. National Contract Mobile Commissary Services.
- D. Rolling Stock – engines, water tenders, dozers, etc.
- E. Telecommunications items (NIRSC systems and kits)



Supplies will be requested on a Supply Order. Supplies are identified as materials or goods not defined in any other resource or service category.

Examples of Supplies resources are:

- A. NFES items (other than NIRSC systems and kits).
- B. Mobile Cache Vans.
- C. Fire or Project Remote Weather Stations.
- D. ATMU.
- E. Local Purchase.

### **23.2 Equipment/Supplies Demobilization**

Equipment and supply release information must be promptly relayed using a ROSS itinerary or Shipping Status Form.

### **23.3 National Interagency Support Cache Ordering Procedures**

- A. Orders from caches to supplier (including GSA – General Services Administration) for procurement of non-expendable/capitalized supplies (i.e., pumps, saws, generators, high cost reusable items) in support of incidents must be coordinated through the NFES Representative at NIFC.
- B. Other large replacement supply orders will be coordinated by the NFES Representative at NIFC to avoid overstocking the system.

C. Orders for cache restock and incident support will be placed directly between National Interagency Support Caches until the National Interagency Supply Cache Coordinator (NISCC) position is activated at NICC.

D. When the NISCC is activated at NICC, all cache restock and incident support orders from National Interagency Support Caches will be placed with NICC. Based on national priorities, the NISCC will forward requests to the appropriate National Interagency Support Cache(s) for processing. The Resource Order Form will be used when ordering supplies through the NISCC at NICC. Travel information will be relayed using the Shipping Status Form.

#### **23.3.1 NFES Items in Short Supply**

A. NICC, in cooperation with NFES, will advise all fire and cooperating agencies of those items determined critical and in short supply.

B. Identified items will be ordered through established ordering channels and will be coordinated through the NFES Representative at NIFC.

#### **23.3.2 Field Office Replenishment During Fire Season**

Agencies will place orders to their servicing National Interagency Support Cache. Replenishment orders must be the result of fire management activities and must be accompanied with the appropriate cost code.

#### **23.3.3 Field Office Replenishment Outside of Fire Season**

Whenever possible, field offices must order directly from GSA for those items stocked in the Federal Supply System.

All other items will be ordered directly from suppliers unless individual agency instructions prevail.

#### **23.3.4 Incident Replacement of NFES Items**

Prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed, or worn out during the incident.

Incident Management Teams will approve all requests for replacement of equipment and supplies. If the requested equipment and supplies are not available at the incident, the Supply Unit Leader may forward requests to

their servicing cache through established ordering channels. Replacement items will be shipped to the Supply Unit at the incident. If there is insufficient time for the Supply Unit to obtain replacement requests before demobilization of the resource, an Incident Replacement Requisition (NFES #1300) will be completed and forwarded to the servicing cache, who will then forward it to the requesting unit's servicing cache for processing. Replacement items will be filled and shipped to the requestor's home unit.

### **23.3.5 Incident Replacement: Type 3 and Type 4 Incidents**

The hosting units' Agency Administrator or authorized representative must approve all replacement requests. Follow procedures for incident replacement, Chapter 23.3.4.

### **23.3.6 Incident to Incident Transfer of Equipment and Supplies**

Transfer of equipment and supplies between incidents, including those operating under Area Command authority, may occur only with proper documentation so accountability is maintained. Transfer of communications equipment creates safety concerns by increasing the risk of frequency conflict and the possibility of damaged or untuned equipment being utilized. This may only be done with approval of the NIRSC Communications Duty Officer (CDO).

## **23.4 National Incident Radio Support Cache (NIRSC)**

NIRSC is a National Resource composed of multi-channel radio systems and kits available for complex incident communications. The priority use of NIRSC radio systems and kits is for active incidents. All radio systems and kits must be returned to NIRSC as soon as the incident has demobilized. A National Communications Duty Officer (CDO) is available at NIRSC throughout the year. Geographic Area Frequency Managers, Communication Coordinators (COMC), and Incident Communication Unit Leaders (COML) will coordinate with NICC, the Geographic Area, and the NIRSC CDO on all telecommunication issues.

NIRSC stocks NFES #4390 Starter Systems, which will provide the Command/Tactical, Air Operations, and Logistical communications requirements of a single incident. Individual kits are available to supplement Starter Systems or to provide support for smaller incidents.

NIRSC radios are synthesized and contain both FS and DOI frequencies. FS and DOI frequencies are not "cleared" nationally. Other agencies use these frequencies and, in some cases, in very critical and sensitive areas. All frequencies must be approved for the areas where they will be used. Any of the

national frequencies (FS or DOI) are not to be used without prior coordination with the NIRSC CDO.

NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned to incidents. NIRSC will order additional FM frequencies from DOI and FS – WO as conditions warrant. Government users may not use Family Radio Service (FRS) for communications in any planned or ongoing incident.

#### 23.4.1 Radio Mobilization



NIRSC radio systems and kits will be requested on a ROSS Equipment Order through established ordering channels to NICC. **To insure proper frequency coordination, the ordering office must include the Latitude and Longitude of the incident on the resource order.** Radios will be used as received without modification. Defective radio equipment will be immediately returned to NIRSC for maintenance. To maintain quality and quantity for the field, each Starter System or kit will be returned to NIRSC for rehabilitation immediately after each assignment. The incident or unit charged with custody of the radio equipment is responsible for a complete inventory of that equipment upon return from the incident.

Each Geographic Area may order up to two (2) Starter Systems for preposition during their established fire season. When a prepositioned Starter System or kit is assigned to an incident, the responsible GACC must transfer the request to a ‘new’ incident order and request number. Notification of this incident assignment **must** be relayed to NICC within fifteen (15) minutes of commitment. NICC will transfer the Starter System to the new incident resource order and request number, and permanently close out the original preposition request number. A replacement Starter System may be requested after commitment of a prepositioned Starter System.

Typically, Starter Systems should remain intact. However, individual kits may be utilized for smaller incidents that do not require the entire Starter System. GACCs will notify NICC of the commitment of individual kits from a Starter System and will reorder kits needed to complete the prepositioned Starter System. Any kit committed or assigned to an incident that was originally prepositioned to a Geographic Area must follow the same transfer process as outlined above.

Prepositioned radio systems and kits will be returned to NIRSC as soon as the need has diminished or annually for preventative maintenance. Prepositioning NIRSC radio systems and kits longer than six (6) months requires NIRSC approval.

### **23.4.2 Radio Demobilization**

All NIRSC radio systems and kits should be inventoried, sealed, and returned promptly to NIRSC/NIFC. **DO NOT STOCKPILE KITS.** Spare seals are supplied in each box. Incidents are responsible for ensuring all radio systems or kits are returned or accounted for on a Property Loss Statement.

### **23.5 Atmospheric Theodolite Meteorological Unit (ATMU)) NFES #1836**

ATMUs will be requested on a ROSS Supply Order through established ordering channels. Mobilization of ATMUs is not automatic. They will be mobilized only upon request from the Incident Meteorologist (IMET). Geographic Areas unable to fill ATMU requests internally will place requests with NICC. NICC coordinates filling the request with the National Weather Service (NWS) at Boise. ATMUs are National Resources. At National Preparedness Levels 4 and 5, all requests for ATMUs will be processed through NICC.

### **23.6 Fire Remote Automatic Weather Stations, (FRAWS) NFES #5869**

Requests for FRAWSs will be placed with NICC through established ordering channels on a ROSS Supply Order. Any necessary FRAWS technicians, vehicles, or air transportation required for mobilization and demobilization will be coordinated through NIFC. Upon release from the incident, the FRAWS will be returned to NIFC.

If the requesting unit has agency qualified personnel to install and maintain the FRAWS units, then this must be documented in the special needs portion of ROSS. No technicians will be dispatched from NIFC when a request has such documentation.



### **23.7 Project Remote Automatic Weather Stations, (PRAWS) NFES #5870**

Requests for PRAWSs will be placed with NICC through established ordering channels on a ROSS Supply Order. The PRAWS will be configured for the specific project prior to the mobilization. The requesting agency must contact the NIFC Remote Sensing Fire Weather Support Office at (208) 387-5726 prior to ordering to determine the PRAWS configuration. Any necessary PRAWS technicians, vehicles, or air transportation required for mobilization and demobilization will be coordinated through NIFC. Upon release from the project, the PRAWS will be returned to NIFC.



## **23.8 National Contract Mobile Food Services, and National Contract Mobile Shower Facilities**

### **National Contract Mobile Food Service Units**

When the use of a National Mobile Food Service Unit is needed for Federal wildland fire suppression activities in the western United States and Alaska, the Government is obligated to purchase such quantities as may be needed from the National Mobile Food Service Contractor(s), any time, (1) the number of people to be fed is at or above 150 persons per meal and (2) the headcount is estimated to remain at those numbers or greater for at least seventy-two (72) hours from when the headcount first reaches 150 per meal, provided they can meet the incident's needs and required time frames. National Contract Mobile Food Service Contractors will be given the opportunity to provide three (3) meals per day unless other arrangements are mutually agreed to with the Contracting Officer Representative (COR). When the use of mobile food service is needed for other types of activities, the Government may use the National Contract Mobile Food Service Contractor(s) at its option and the contractor may elect to accept or not accept the order. For additional contract information, refer to the National Mobile Food Services Contract publication or on the web at <http://www.fs.fed.us/fire/contracting/food/food.htm>.

### **National Contract Mobile Shower Facilities Units**

Any time contract mobile shower services are needed for Federal wildland fire incidents in the western United States and Alaska, the Government is obligated to purchase services from the National Mobile Shower Facilities Contractor(s), provided that the contractor can reasonably meet the incident's needs and required time frames. When the use of a Mobile Shower Facility is needed for other types of incidents, the Government may use a National Contract Shower Facilities Contractor at its option, and the contractor may elect to perform or not perform the work. For additional contract information, refer to the National Mobile Shower Facilities Contract publication or on the web at <http://www.fs.fed.us/fire/contracting/shower/shower.htm>.

#### **23.8.1 National Contract Mobile Food Services and Shower Facilities Mobilization**

All National Contract and CWN (Call When Needed) Mobile Food Service Units and Mobile Shower Facility Units in the lower 48 States are ordered through and mobilized by NICC. The National Contract Mobile Food Service Unit located in Alaska is ordered through and mobilized by the Alaska Interagency Coordination Center.

- A. Mobile Food Service Unit requests require a completed Food Service Request Form at the time of request. (See Chapter 28.2.)
- B. Shower Facilities requests require the approximate number of personnel to service and the estimated duration.

If an incident has a need for additional mobile food service units or shower facilities units, the request will be sent through established ordering channels to NICC. NICC will determine and assign the appropriate units to all federal wildland fire incidents.

When necessary, as determined by the incident, a Contracting Officer's Technical Representative (COTR) may be ordered through the appropriate Geographic Area. If the Geographic Area is unable to provide a COTR, the order will be placed through NICC. Once the unit is operating smoothly, the COTR may be demobilized from the incident through the appropriate dispatch channels.

### **23.8.2 National Contract Mobile Food Services and Shower Facilities Reassignments**

All requests to reassign National Contract Mobile Food Services or Shower Facilities units will be placed through established ordering channels to NICC. All reassignments of National Contract Mobile Food Services and Shower Facilities units will be done by NICC.

### **23.8.3 National Contract Mobile Food Services and Shower Facilities Demobilization**

All release information will be documented on the Resource Order and relayed to NICC within fifteen (15) minutes. Contractors may take twenty-four (24) hours to rest and replenish supplies within the local area after release. After 24 hours, contractors must return to the unit's designated dispatch point.

## **23.9 National Contract Mobile Commissary Services**

When use of contract Commissary Services is needed for wildland fire activities in Forest Service Regions 1, 4, 5, and 6, the Government is obligated to purchase services from National Contract Mobile Commissary Services contractors when they are reasonably available. All agencies in other Forest Service Regions and all Geographic Areas may also utilize this contract. All requests for National Contract Mobile Commissary Services units will be ordered through NICC. For

additional contract information, refer to the National Contract Mobile Commissary Services Contract publication or on the web at <http://www.fs.fed.us/fire/contracting/commissary/commissary.htm>.



## 24 Aircraft

NICC is the sole source for large transport aircraft holding Federal Aviation Regulations (FAR) Part 121 Certificates and for Type 1 and 2 Call-When-Needed (CWN) Helicopters. (See Chapters 24.8 or 24.9.)

Cooperator aircraft (State contracted, State owned, State managed National Guard aircraft, county, city, or other) may be used on federal fires under the following conditions:

- A. The pilot has been approved in writing for the aircraft and the mission by either the FS or the DOI's Aviation Management Directorate (AMD).
- B. The aircraft has been approved in writing for the mission by either the FS or AMD.
- C. There exists a written MOU (Memorandum of Understanding), Interagency Agreement, or other document that authorizes this use and payment for this use.
- D. The cooperator aircraft will be operated within any limits on its use established in the written approval.
- E. The cooperator aircraft will be used only in situations where federal aircraft are not reasonably available.
- F. The cooperator aircraft will be released when federal aircraft become reasonably available.
- G. Use of cooperator-owned aircraft prior to exhausting contracted resources must involve a "significant and imminent threat to life or property."

### 24.1 Aircraft Mobilization

When a Geographic Area has depleted local and available aircraft resources, request(s) will be placed with NICC. Aircraft assigned will become the receiving Area's resource until released. The following terminology will be used when requesting aircraft through NICC:

- A. Knots (kts) will be the standard term used to reference airspeed.
- B. VORs (Very High Frequency Omni-directional Range) will be used to reference direction.
- C. Latitude and longitude must be provided in degrees and minutes.

- D. Aircraft registration numbers will be used when referencing helicopters, lead planes, and air attack aircraft. Airtankers will be referenced by the airtanker number; e.g., T-00.

The following selection factors will be used when ordering aircraft:

- A. Airtankers: Loaded or empty (two (2) hour maximum flight when loaded, except for the P3A airtanker).
- B. Timeliness.
- C. Cost effectiveness.
- D. Performance specifications for density/high altitude operations.
- E. Carded for local or interagency use.
- F. Special applications such as special-use flights, tundra pads, floats, etc.

## **24.2 Aircraft Demobilization**

Flight Following will be performed on all Government or exclusive use contract aircraft being demobilized. NICC will release charter and CWN aircraft to the vendor without flight following provided no Government personnel or cargo is on board.

## **24.3 Flight Management Procedures**

Flight Following for non-tactical aircraft is the responsibility of the scheduling unit. Flight plans are available from the scheduling unit and will be transmitted to the receiving unit upon request. Any unit may request Flight Following assistance through established ordering channels. Any requests for NICC to provide Flight Following for any aircraft will follow the procedures for tactical aircraft below.

NICC will Flight Follow all aircraft crossing Geographic Area boundaries, which have been ordered through NICC, on:

- A. Aircraft Orders.
- B. Flight Requests.
- C. IA Smokejumper Orders.

Flight Following may be accomplished using Automated Flight Following (AFF) (see Chapter 24.3.1). AFF is a web-based application that provides the flight

follower real time information regarding an aircraft's location, airspeed, current heading, current altitude, and the flight history.

Notification of the commitment of National Resources applies to non-tactical flights.

**SENDING UNIT** – The Sending Unit is the dispatch unit which sends the aircraft from the vendor or Government aviation unit.

**RECEIVING UNIT** – The Receiving Unit is the dispatch unit which is receiving the resource.

A. Responsibilities of the Sending Unit:

1. Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial departure airport from pilot/vendor.
2. Relay the ATD, ETA, and method of Flight Following (agency or AFF) to the Sending Unit's GACC via established ordering channels.
3. Notify the GACC of any route changes, and of any delay or advances of a flight plan exceeding thirty (30) minutes.
4. Assist with search procedures for overdue aircraft. Utilize agency aircraft search/rescue guides, as appropriate.
5. On any flight requiring stops en route to a destination, instruct the Pilot-In-Command or Chief-of-Party (COP) to contact NICC at (800) 994-6312. Aircraft support vehicles should contact NICC at fuel stops.  
(Chief-of-Party Responsibilities are located in Chapter 67)

B. Responsibilities of Sending GACC:

1. Sending GACC will relay the flight itinerary to NICC via email or fax.
2. Notify NICC of any route changes, and of any delay or advances of a flight plan exceeding thirty (30) minutes.
3. Assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides, as appropriate.

C. Responsibilities of NICC:

1. Relay flight itinerary to the receiving GACC by email or fax.
2. Notify receiving GACC of any route changes, and of any delay or advances of a flight plan exceeding thirty (30) minutes.
3. Resource track tactical aircraft to specified destinations.
4. Monitor flight plans for additional utilization.

D. Responsibilities of Receiving GACC:

1. Relay flight itinerary to the Receiving Unit by email or fax.
2. Notify Receiving Unit of known delays/advances of a flight plan exceeding thirty (30) minutes.
3. Confirm arrival of all tactical aircraft to NICC by telephone; notify NICC of any aircraft overdue by more than thirty (30) minutes.
4. Assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides, as appropriate.

E. Responsibilities of Receiving Unit:

1. Confirm arrival of all tactical aircraft by telephone to Receiving GACC.
2. Notify Receiving GACC of any delays of a flight plan exceeding thirty (30) minutes; notify Receiving GACC of any aircraft overdue by more than thirty (30) minutes.
3. Initiate/assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides, as appropriate.

**24.3.1 Automated Flight Following (AFF) Procedures**

AFF is one type of agency Flight Following. AFF reduces pilot workload and provides the dispatch office with much greater detail and accuracy on aircraft location and flight history.

A. Requirements to Utilize AFF:

1. The aircraft must be equipped with the necessary hardware (transmitter and antenna).
2. The dispatch office responsible for the Flight Following must have a computer connected to the Internet.
3. Training: The Flight Following dispatcher must have a working knowledge of the AFF Program (Webtracker) and must have a current user name and password for the AFF System.
4. AFF does not reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability and be monitoring appropriate radio frequencies during the flight.

B. Procedures for Utilizing AFF:

1. When AFF is requested, ensure AFF Program access is available and request standard flight information from the pilot/Chief-of-Party (COP).
2. The pilot will relay the flight itinerary, ETD, and ETA to the dispatch center.
3. If Flight Following will be handed off to another dispatch center en route, the center will brief the pilot/COP with updated frequencies, call signs, and other information, as needed.
4. The dispatch office will log on the AFF web site and verify that the aircraft icon is visible on the screen.
5. Once the aircraft is airborne, the Sending Unit will contact pilot to confirm initiation of AFF.
6. The dispatch office(s) responsible for Flight Following will monitor the computer at fifteen (15) minute intervals for the duration of the flight.
7. When the aircraft has completed the flight and landed, the pilot or passenger (observer, Chief-of-Party,

ATGS, etc.) will contact the dispatch office to inform them that they are on the ground.

8. If the computer system stops working during AFF, continue Flight Following using manual methods.

C. Hand-Off Procedures for Dispatch Offices:

If a flight will cross “traditional dispatch boundaries” and the Flight Following will be handed off from one dispatch office to another, a positive hand-off must be made. This must be coordinated between the affected dispatch offices and the aircraft, preferably prior to takeoff, but may be done while airborne.

Additional information about AFF can be found at: <https://www.aff.gov/>.

#### **24.4 Airborne Thermal Infrared (IR) Fire Mapping**

Infrared equipment and aircraft located at NIFC are National Resources. All requests for infrared flights will be placed with NICC through established ordering channels. All requests for infrared services or other types of IR technology will be on an Aircraft Order. An Infrared Aircraft Scanner Request Form (See Chapter 28.5) will be submitted for each request. A new Scanner Request Form must be completed and forwarded to NICC when scanning criteria or parameters change. NICC may assign these resources to a Geographic Area during lower Preparedness Levels. When assigned to or performing missions for a Geographic Area, the GACC will provide Flight Following. NICC will flight follow between Geographic Areas.

NICC will maintain the flight scheduling and priority setting for infrared aircraft when competition exists.

Flight crews, when assigned to a Geographic Area, will coordinate with the using agency’s IR Liaison and IR Coordinator. The IR Coordinator will keep informed of mission priorities, flight times, etc. A qualified Infrared Interpreter (IRIN) must be confirmed or in place at the time of the infrared flight.

Users of Infrared Services should be familiar with the contents of the Infrared (IR) Thermal Mapping Operations Manual, available from the Infrared Operations Specialist at NIFC, (208) 387-5647.

The objectives of the Infrared Program are:

A. Primary: Provide infrared support and services to all agencies engaged in wildland fire activities.

- B. Secondary: Provide infrared support for other resource projects as priorities, time, and capabilities allow.

## **24.5 Lead Planes**

Lead Planes are National Resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC, if not currently committed to fires. Requests for lead planes may be filled with an ASM1. (See Chapter 24.6)

## **24.6 Aerial Supervision Modules (ASM1)**

The ASM1 is a fixed wing platform that utilizes two (2) crew members to perform the functions of traditional air attack and low-level lead operations. The ASM1 requires both crew members to be trained to work as a team, utilizing Crew Resource Management (CRM) skills and techniques to enhance safety, efficiency, and effectiveness. Aerial Supervision Modules are National Resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC

## **24.7 Air Tactical and Reconnaissance Aircraft**

Air attack and reconnaissance aircraft are on Aircraft Rental Agreements (ARAs) and Exclusive Use Contracts solicited and inspected by the AMD and other federal agencies. They are available for interagency use and will be requested through established ordering channels. The ordering office may request the aircraft with specific avionics equipment. (See Chapter 82.3.)

## **24.8 Large Transport Aircraft**

Large transport aircraft are National Resources and will be requested through NICC.

### **A. Scheduling**

Large transport aircraft arranged by NICC are requested on a per mission basis. Flight Following ATD/ETE will be relayed by the NICC Aircraft Desk for each flight leg.

### **B. Requests for Large Transport**

When requesting a large transport aircraft, the following information is required:

1. Number of passengers and/or, cargo weight per destination, and combined total weight for the flight.
2. Pick-up point at jetport and time passengers and/or cargo are available to load. NICC requires lead time to plan and schedule aircraft.
3. Pick-up point at the jetport is the Fixed Base Operator (FBO) or gate at the airport terminal where the aircraft will park.
4. Passengers must be weighed and manifested prior to boarding the aircraft.
5. Government or contractor support available at each airport, including contact person and telephone number.
6. All personnel listed on the manifest and flight crew members should be provided at least one sack lunch.

#### **24.9 Helicopters: Call-When-Needed (CWN)**

- A. Type 3 and 4 Helicopters are solicited and inspected by the AMD and FS Regional Aviation Officers.
- B. Type 1 and 2 Helicopters are solicited and inspected by NIFC. With the exception of Alaska, all Type 1 and 2 Helicopters will be dispatched by NICC.

There are two (2) categories of helicopters:



1. Limited: No passenger transport, lift only. See Interagency Helicopter Operations Guide, NFES 1885 for additional information.

2. Standard: Passenger and cargo hauling.

#### **C. Helicopter Modules**

When processing requests for helicopters, NICC will inform the requesting GACC of the contract type of the assigned resource: Exclusive Use or CWN. Exclusive Use Contract Helicopters are mobilized complete with an assigned module. If the request is filled with a CWN Helicopter, the requesting Area must provide a module or order a module through NICC. A Helicopter Manager must be confirmed before NICC assigns a CWN Helicopter, with the exception of Alaska, due to the extend mobilization time of the aircraft from the lower 48 to Alaska.





CWN Helicopter Managers or modules will meet with their assigned helicopter off-site from the incident prior to performing work. A specific meeting place should be identified on the Resource Order, such as a Fixed Base Operator (FBO) or other easily located site. For information regarding mobilization of helicopter modules, see Chapter 20, Section 22.5.

D. GACCs will obtain approval from NICC prior to reassigning Type 1 or 2 Helicopters to another incident.

#### **24.9.1 Exclusive Use Contract Helicopters**

A. All FS Exclusive Use Type 1 and 2 Helicopters are contracted by NIFC.

B. All FS Exclusive Use Type 3 and 4 Helicopters are contracted by FS Regional Offices.

C. All Exclusive Use Contract Helicopters for DOI Agencies are solicited, inspected, and contracted by AMD.

D. Exclusive Use Contract Helicopters are dispatched locally by the Administrative Unit.

Periodically, Type 1 and 2 Exclusive Use Helicopters are hired out of their Mandatory Availability Period (MAP) for incidents. The Exclusive Use contract designates the COR/Helicopter Managers for the helicopters. If available, Geographic Areas may fill HELM Managers to staff Exclusive Use Helicopters out of their MAP for the first 14 day assignment. The designated Helicopter Manager, according to the contract, will staff the helicopter thereafter.



#### **24.10 Airtankers**

Airtankers are National Resources. Geographic Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC. There are four (4) types of Airtankers:

<u>Type</u>	<u>Capacity (Minimum)</u>
1	3,000 gallons
2	1,800 to 2,999 gallons
3	800 to 1,799 gallons
4	Up to 799 gallons

### **24.10.1 Early Activation of Airtankers**

A. Pre-season and post-season Airtanker activation is processed through the Area's Administrative Contracting Officer for that Area's contract items.

B. Orders may be placed with NICC for an Airtanker in another Area which is closer to its mandatory activation date.

The following chart indicates the different contract periods:

Optional Use	30 Day Pre-Season	Mandatory Availability	45 Day Post-Season	Optional Use
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The following process is used to activate Airtankers during Optional Use Periods:

1. The requesting GACC will place the request(s) for Airtanker(s) with NICC, specifying day off requirements.
2. NICC will notify the National Contracting Officer (NCO) at NIFC of the order.
3. The NCO and NICC will determine the availability of Airtankers and notify the National Airtanker Inspector(s). The NCO will notify the Area Administrative Contracting Officer of the activation request and the contract item to be activated.
4. The Area Administrative Contracting Officer will notify the GACC of the activation of the contract item.
5. The National Inspector will notify the Local Inspector of the aircraft and pilot status.
6. NICC will place the order with the appropriate GACC.
7. Scheduled days off will be determined by the specific item number activated. Changes to scheduled days off may be negotiated where practical.

### 24.10.2 Modular Airborne Firefighting Systems (MAFFS)

#### A. Objectives

MAFFS provide emergency capability to supplement commercial Air Tankers on wildland fires.

#### B. Policy

MAFFS are National Resources and are used as a reinforcement measure when contract Air Tankers are committed or not readily available. MAFFS will be made available to assist foreign governments when requested through the Department of State or other diplomatic Memorandum of Understanding (MOU).

#### C. Responsibility

Geographic Areas are responsible for ascertaining all suitable commercial Air Tankers. All Air Tankers must be assigned to wildland fires or committed to initial attack before placing a request for a MAFFS Mission to NIFC. For additional information, see the MAFFS Operating Plan.

#### D. NIFC Responsibility

NIFC is responsible for ascertaining that all suitable commercial contract Air Tankers nationally are committed to wildland fires, initial attack, or cannot meet timeframes of requesting units. When this occurs, the Duty Coordinator will notify the FS Director, NIFC. The FS Director, NIFC, or in his/her absence, the FS National Aviation Officer or Fire & Aviation Management, Washington Office, or their Acting is responsible for initiating a MAFFS Mission. Once approval is given, the NICC Coordinator activates the request through proper military channels. After the initial contact has been made, the NICC Aircraft Dispatcher will process the request. The Governors of California, Wyoming, and North Carolina may activate the appropriate Air National Guard Unit having MAFFS equipment and qualified crews for State-controlled fires. Approval for use of MAFFS equipment must be obtained from the FS Director, NIFC, prior to this activation. **When MAFFS are activated by a governor, the FS Regional Office for that State will assign an accounting code for the incident.**

E. Ordering Criteria

1. Once NICC has advised the GACC that no commercial Air Tankers are available, requests for MAFFS will be placed through established ordering channels to NICC. Order the number of MAFFS units needed.
2. NICC will place the request with the Air Force Operations Support Center in the Pentagon, located in Washington DC.
3. The requesting Geographic Area needs to order the following support:
  - a. 1 each MAFFS Liaison Officer (MAFF) and a MAFF Trainee
  - b. 1 each MAFFS Radio Kit (no NFES number assigned)
  - c. 1 each NIICD FAA Certified Avionics Technician (THSP)
  - d. Assistant MAFFS Liaison Officer.
  - e. 1 each MAFFS Airtanker Base Manager (MABM) and a MABM Trainee
  - f. Logistics, Finance, and Information personnel

The Receiving Unit must be prepared to provide administrative support (procurement, motel rooms, phones, office space, clerical and timekeeping support, transportation) to accommodate as many as 55 people per two (2) aircraft.

4. MAFFS Operations must also include lead plane functions.

**24.10.3 Single Engine Air Tankers (SEATs)**

Single Engine Air Tankers (SEATs) are on CWN and Exclusive Use Contracts solicited and inspected by AMD and other federal agencies. The SEAT module includes a support vehicle with batch mixing

capability for wet and dry retardant. They are available for interagency use and will be requested through established ordering channels. If the ordering office cannot provide a SEAT Manager for a SEAT base, the manager will be requested on an Overhead order. For additional information, see the Interagency SEAT Operations Guide (ISOG), NFES 1844.

#### **24.11 Temporary Flight Restrictions, FAR 91.137 (TFR)**

Temporary airspace restrictions will be established when incident related Aviation activities present potential conflict with other Aviation activities. The FAA requires that latitude/longitude information for TFRs (Temporary Flight Restrictions) must be provided in degrees, minutes, and seconds, including reference to north latitude and west longitude. If seconds' information is not available, add two (2) zeros to the description. Do not use spaces, commas, or other symbols in the description. Example: ddmmsN/dddmmsW or 450700N/1177005W. The corner points should be listed in a clockwise sequence around the requested TFR to avoid "bow tie" depictions. The Interagency Airspace Coordination Guide describes further how flight restrictions are requested and implemented.

#### **24.12 Military Training Routes and Special Use Airspace**

Military Training Routes and Special Use Airspace presenting conflicts with incident related Aviation activities will be identified by local units. The source for this information is AP-1B, Flight Information Publication, "Military Training Routes" and the AP/1A FLIP, "Special Use Airspace." Each office should maintain a current edition of these documents. Special Use Airspace information should be organized for easy and rapid utilization; i.e., displayed on dispatching maps, with conversions for legal description to latitude/longitude prepared. Further direction may be obtained in the Interagency Airspace Coordination Guide.

#### **24.13 Airspace Conflicts**

Consult the Interagency Airspace Coordination Guide.

#### **24.14 FAA Temporary Control Tower Operations**

The FAA may be requested to provide air traffic control support (**consisting of two (2) FAA Air Traffic Controllers**) when Air Operations in support of an incident becomes complex or unsafe at uncontrolled airports. FAA Temporary Control Towers are ordered on an Aircraft Order. It is advisable for GACCs to make agreements with local FAA Regions. A lead time of eight (8) hours is desirable when ordering. **If the FAA cannot supply radios, the incident**

**COML will order radios as a Supply Request through established ordering channels.**

The FAA has requested additional information be provided when requesting FAA Temporary Control Towers. (See FAA Temporary Tower Request Form, Chapter 28.6.) This form, in addition to the Checklist Form in Chapter 11 of the Interagency Airspace Coordination Guide, must accompany FAA Temporary Control Tower requests.

#### **24.15 Dedicated Radio Frequencies**

##### **FM, VHF, and UHF Frequencies**

NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned to incidents. NIRSC will order additional FM frequencies from DOI and FS, Washington Office, as conditions warrant. **To insure proper frequency coordination, the ordering office must include the Latitude and Longitude of the incident on the resource order.**

##### **AM Frequencies**

At the start of each season, NIRSC will order AM frequencies from the FAA for all Geographic Areas. Additional AM frequencies will be ordered by NIRSC as conditions warrant. The NIRSC National Communications Duty Officer (CDO) is the only point of contact for ordering AM frequencies from the FAA.

Incident requests for the use of dedicated Air-to-Air and Air-to-Ground frequencies will be made through established ordering channels to NICC and are filled by the NIRSC CDO. The CDO coordinates all National Cache FS and DOI frequencies As well as any additional frequencies released by other agencies for wildland fire support. Aviation frequencies are to be ordered on an Aircraft order as an “A” request.

All Air Tanker bases will monitor will monitor 123.975 VHF AM for aircraft contact. This frequency is for air traffic control and is not to be used for tactical or Flight Following purposes.

#### **24.16 Interagency Interim Flight and Duty Limitations**

A. Phase 1 – Standard Flight and Duty Limitations (Abbreviated Summary)

1. Fourteen (14) hour maximum duty day.

2. Eight (8) hours maximum daily flight time for mission flights.
3. Ten (10) hours for point-to-point, with a two (2) pilot crew.
4. Maximum cumulative flight hours of thirty-six (36) hours, up to forty-two (42) hours in six (6) days.
5. Minimum of ten (10) hours uninterrupted time off (rest) between duty periods.

#### B. Interim Flight and Duty Limitations Implementation

During extended periods of a high level of flight activity or maximum 14-hour days, fatigue factors must be taken into consideration by Fire and Aviation Managers. Phase 2 and/or Phase 3 Duty Limitations will be implemented for specific Geographic Area's Aviation resources. The minimum scope of operation should be by Geographic Area, i.e., Northwest, Great Basin, etc.

This does not diminish the authority or obligation of any individual COR (Contracting Officer Representative) or Aviation Manager to impose shorter duty days or additional days off at any time for any flight crew members for fatigue at their discretion, as is currently provided for in agency direction and contract specifications.

Implementation decisions will be made on a coordinated, interagency basis, involving the GACC, NICC, and National Aviation Representatives at NIFC.

Official notification of implementation should be made by the FS Regional Aviation Officer (RAO) and DOI Aviation Managers through the GACC and, for broader scope implementations, by National Aviation Management through NIFC.

#### C. Interim Flight and Duty Limitations

##### 1. Phase 2 – Interim Duty Limitations

When Phase 2 is activated, pilots shall adhere to the flight and day-off limitations prescribed in Phase 1 and the duty limitations defined under Phase 2.

- a. Flight crew members shall have a minimum of twelve (12) consecutive hours of uninterrupted rest (off duty) during each duty day cycle. The standard duty day

shall be no longer than twelve (12) hours, except a crew duty day extension shall not exceed a cumulative fourteen (14) hour duty day. The next flight crew rest period shall then be adjusted to equal the extended duty day, i.e., thirteen (13) hour duty day, thirteen (13) hours rest; fourteen (14) hour duty day, fourteen (14) hours rest. Extended duty day applies only to completion of a mission. In no case may standby be extended beyond the twelve (12) hour duty day.

b. Double crews (two (2) complete flight crews assigned to an aircraft), augmented flight crews (an additional pilot-in-command assigned to an aircraft), and aircraft crews that work a rotating schedule, i.e., two (2) days on, one (1) day off; seven (7) days on, seven (7) days off; or twelve (12) days on, twelve (12) days off, may be exempted from Phase 2 Limitations upon verification that their scheduling and duty cycles meet or exceed the provisions of Paragraph a. of Phase 2 and Phase 1 Limitations.

c. Exemptions based on Paragraph b. of Phase 2 provisions may be requested through the local Aviation Manager or COR, but must be approved by the FS RAO or DOI Area Aviation Manager.

## 2. Phase 3 – Interim Duty Limitations

When Phase 3 is activated, pilots shall adhere to the flight limitations of Phase 1 (standard), the duty limitations of Phase 2, and the limitations defined under Phase 3.

a. Each flight crew member shall be given an additional day off each fourteen (14) day period. Crews on a twelve (12) and two (2) schedule shall have three (3) consecutive days off (11 and 3). Flight crews on six (6) and one (1) schedules shall work an alternating weekly schedule of five (5) days on, two (2) days off, then six (6) days on and one (1) day off.

b. Double crews, augmented crews, rotating crews, and aircraft with relief crews, as defined in Paragraph b. of Phase 2, may be exempted from Phase 3 upon verification that their scheduling and duty cycles meet or exceed the provisions of Phase 3 Limitations.



c. Exemptions based on Paragraph b. of Phase 3 will be accomplished as described in Paragraph 1.c. above.

d. Aircraft fixed daily rates and special rates, when applicable, shall continue to accrue during the extra day off. Contractors may provide additional approved crews to maximize utilization of their aircraft. All costs associated with providing the additional crew will be at the contractor's expense, unless the additional crew is requested by the Government.

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## 25 Predictive Services

The GACC Predictive Services units are responsible for preparing and submitting data and reports to NICC regarding current and projected information on wildland fire, weather, fuels, fire danger, and resource status. This information is used by NICC to prepare and distribute the Incident Management Situation Report, National Wildland Fire Outlook, and other reports and products.

### 25.1 Incident Status Summary (ICS-209)

The Incident Status Summary (ICS-209) submitted to the GACC is used to report large wildfires, Wildland Fire Use (WFU) events, and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 Form is a Fire and Aviation Management Web (FAMWEB) application known as the 209 Program. The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards, then the federal agency which has administrative jurisdiction will submit the ICS-209. Geographic Area Coordination Centers will ensure that their dispatch centers have submitted complete and accurate ICS-209 reports at the times specified in their Mobilization Guide. (See Chapter 20, Section 28.8 for the ICS-209 Form.) Specific instructions for entering ICS-209 data using the 209 Program are located in the User's Guide at <http://www.fs.fed.us/fire/planning/nist/sit.htm>. The 209 Program is located at <http://famweb.nwcg.gov/>.

#### A. Wildfires

The National Interagency Coordination Center classifies large fires as one hundred (100) acres or larger in timber fuel types, three hundred (300) acres or larger in grass or brush fuel types, or when a Type 1 or 2 Incident Management Team is assigned. A report should be submitted daily until the incident is contained. Refer to GACC Mobilization Guide or agency policy for reporting requirements once containment is achieved.

#### B. Wildland Fire Use (WFU) Events and Wildfires in Confinement Strategy

An ICS-209 will be submitted to the GACC for WFU fires and for wildfires where confinement is the strategy employed as the appropriate management response, when the event exceeds one hundred (100) acres in timber fuel types or three hundred (300) acres in grass or brush fuel types. Subsequent reports are required whenever a WFU reaches one thousand (1,000) acres in size and every time the fire doubles in size



thereafter, unless significant activity occurs (e.g. resource commitment or resource loss) or as determined by the GACC Mobilization Guide. An ICS-209 shall be submitted when a WFU fire moves from Stage I to Stage II as defined in the Wildland Fire Implementation Plan (WFIP).

C. Other Incidents

Other significant events are classified as incidents in which significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Interagency Incident Management Team has been assigned.

D. Complex Reporting

Incidents within a complex should be aggregated and included on one (1) ICS-209. A complex is two (2) or more individual incidents located in the same general proximity, which are assigned to a single Incident Commander or unified command. Individual incidents within the complex, including acreage, should be listed in the Remarks Section.

## 25.2 Interagency Situation Report

Daily: May through October.  
November through April when either of the following conditions are met:

- A. Wildland fire activity occurs (includes WFUs and prescribed fires).
- B. A unit's Fire Danger is reported as very high or extreme.

The Interagency Situation Report is a FAMWEB application known as the Sit Report Program. GACC's will ensure that all of their dispatch centers have submitted complete data daily from May through the end of October as outlined in each GACC's Mobilization Guide, and November through April when either of the above conditions is met. The reporting period for this report is 0001 to 2400. NICC will retrieve the reports from FAMWEB by 0200 MDT. Reporting is required for all incidents that meet large fire and WFU criteria and when an incident or event experiences significant commitment of wildland fire resources. Fires and acres shall be reported by ownership. **Reporting is required for all prescribed fire activity year-round according to the schedule listed above.** The Interagency Situation Report application is divided into seven (7) sections:



- A. Daily Fire Statistics
- B. Resource Information
- C. Planned Prescribed Fires
- D. Remarks
- E. Year-to-Date Statistics
- F. ICS-209 Entry

### G. Incident Priority

The Sit Report Program shares incident information with the 209 Program for summaries and reports. Specific reporting requirements and program instructions are located in the Sit Report User's Guide located at:

<http://www.fs.fed.us/fire/planning/nist/sit.htm>.

The Sit Report Program is located at <http://famweb.nwcg.gov/>.

### 25.3 Incident Management Situation Report

Daily: May through October and as activity warrants.

Weekly: November through April.

The Incident Management Situation Report (IMSR) is prepared by NICC from information and data derived from the Interagency Situation Report submitted by the GACCs through the FAMWEB reporting system. This report will be prepared daily and distributed at 0530 MDT (0800 on weekends and holidays) from May through October, and at 1000 MST on Friday, November through April.

When GACCs report large fires and/or very high to extreme fire danger, a brief weather outlook (Incident Management Situation Weather Outlook Form) is required to be submitted to NICC for inclusion in the IMSR Outlook Section. (e-mailed to: [Intell@nifc.blm.gov](mailto:Intell@nifc.blm.gov)) (See Exhibit 28.9 for form. Also found on the NICC web site.)

Large fires are typically reported in the IMSR until the incident is contained. Wildland Fire Use events and wildfires in confinement strategy will initially be reported in the IMSR when the event exceeds one hundred (100) acres in timber fuel types or three hundred (300) acres in grass or brush fuel types, when they reach one thousand (1,000) acres in size, double in size thereafter, or when significant activity occurs (resource commitment or resource loss).

### 25.4 7 Day Significant Fire Potential and Weekly Fire Weather/Fire Danger Outlook



Daily: 7 Day Significant Fire Potential posted daily to the GACC web site by 1000 MT during significant wildland fire potential and/or fire activity.

The 7 Day Significant Fire Potential is replacing the Weekly Fire Weather/Fire Danger Outlook. These products contain projected fire weather, fire potential and resource information. (See Chapter 20, Section 28.10 for formats). Until a GACC switches to the 7 Day product, they will post a Weekly Fire Weather/Fire Danger Outlook on their 'web site every Tuesday by the close of business during significant wildland fire potential and/or fire activity.

## 25.5 Monthly Fire Weather/Fire Danger Outlook

Monthly: Year-Round.

The Monthly Fire Weather/Fire Danger Outlook and map shall be completed by each GACC and submitted to NICC three (3) working days prior to the end of each month. The Monthly Outlook will be prepared for the next month. (See Chapter 28.11.) The GACCs shall include, within their narratives, the following information:

- A. The reporting unit, date and significant fire potential along with comments.
  - B. A Fire weather outlook detailing drought conditions, precipitation, and temperature anomalies.
  - C. Fuels information.
  - D. Average and actual fire occurrence data.
  - E. An outlook map, highlighting Geographic Areas of significant fire potential.
  - F. A matrix summary of the Area's expected precipitation, temperature, fuels concerns and prescribed fire implications. The content shall be brief with comments limited to two or three sentences per section.

### 1. Example:

Geographic Area Name	
Precipitation Outlook	Above normal for the northern two-thirds of the Area. Normal amounts for the remainder.
Temperature Outlook	Below normal across the northern two-thirds of the Area. Above normal southward.
Fuels and Fire Danger Concerns	Late season heavy snow has produced downed and dead fuels, which may become potential fuels late this month. Fire danger index values remain at normal levels.
Prescribed fire implications	Rainfall early last month made prescribed fire projects difficult to complete. This trend will continue based on above normal projected rains in the north.
Miscellaneous	Last month was the third wettest month on record for northern portions of the Area.

This section must be strictly followed in format and content, as this will be the standard format used in the national monthly outlook product issued by the NICC.

## **25.6 Seasonal Fire Weather/Fire Danger Outlook**

Seasonal: Prior to fire season onset with mid-season update(s).

Seasonal Outlooks will be issued periodically by the GACCs, with the first report issued prior to the onset of their fire season. A minimum of one (1) update will be completed during their fire season or as deemed necessary. The NICC staff will assist GACCs with seasonal assessments, as needed.

## **25.7 National Wildland Fire Outlook**

Monthly Outlook: Year-Round.

Seasonal Outlook: February 8, April 12, June 7, July 12 and September 6, 2006

The Monthly National Wildland Fire Outlook Report is prepared and distributed by NICC on the first day of each month and is compiled from the GACCs Monthly Fire Weather/Fire Danger Outlook. This report consists of a national map delineating Areas of below normal, normal, and above normal fire potential, along with a narrative for each Geographic Area. Similarly, National Wildland Fire Outlooks will be issued according to the above schedule and will utilize information from GACC Predictive Services, as well as other sources of weather and fire danger data.

## **25.8 Wildland Fire Entrapment/Fatality**

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. They include “near misses.”

In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to NICC electronically or by fax machine within twenty-four (24) hours. Submit this report even if some data is missing. (See Chapter 20, Section 28.12. Form can also be found on NICC’s web site.) Subsequent to the Initial Report, the investigation and review shall be conducted following agency specific policies and NWCG Guidelines.

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## **26 National Fire Preparedness Plan**

National Preparedness Levels are established by the NMAC at NIFC throughout the calendar year. Preparedness Levels are dictated by burning conditions, fire activity, and resource availability. Resource availability is the Area of most concern. Situations and activities described within the Preparedness Levels consider wildland fires and prescribed fires.

### **26.1 Why Preparedness Levels are Established**

The purpose of established Preparedness Levels is:

- A. To identify the level of wildland fire activity, severity, and resource commitment nationally.
- B. To identify actions to be taken by NIFC and Geographic Areas to ensure an appropriate level of preparedness/readiness for the existing and potential situation.
- C. To guide and direct Geographic Area Fire Management activities when essential to ensure national preparedness or in response to the National situation.

The NICC Coordinator will monitor the national wildland fire activity and Geographic Area Preparedness Levels and will recommend to the NMAC a National Preparedness Level. Response and support to non-fire incidents requiring a significant commitment of resources may also affect National Preparedness Levels. National Preparedness Levels will be responsive to the Homeland Security Advisory System.

National Preparedness Levels are determined from the ground up and may influence resource allocations within Geographic Areas not experiencing significant activity to ensure sufficient resources are available for the national situation.

### **26.2 Geographic Area Preparedness Levels**

Geographic Area Preparedness Plans should be prepared in accordance with Agency Directives. Copies of Geographic Area Plans should be forwarded to NICC.

## **26.3 Preparedness Level Descriptions**

### **26.3.1 Preparedness Level 1**

Description: Minimal large fire activity. No significant support to the National Response Plan (NRP). Most Geographic Areas have low to moderate fire danger. There is little or no commitment of National Resources.

A. Management Direction/Consideration:  
Agency/Geographic Areas will determine appropriate actions.

Responsibility:  
Agency Administrators within Geographic Areas.

### **26.3.2 Preparedness Level 2**

Description: Several Geographic Areas are experiencing high to extreme fire danger. Wildland fire activity is increasing, and large fires or support to the NRP is occurring in one (1) or more Geographic Area. Minimal mobilization of resources from other Geographic Areas is occurring. The potential exists for mobilizing additional resources from other Geographic Areas.

A. Management Direction/Consideration:  
Agency/Geographic Areas will determine appropriate actions.

Responsibility:  
Agency Administrators within Geographic Areas.

B. Management Direction/Consideration:  
Daily morning briefings conducted for the NIFC Directorate.

Responsibility:  
NICC Coordinator.

C. Management Direction/Consideration:  
Monitor Geographic Area wildland and prescribed fire status, resource commitments, and preparedness levels.

Responsibility:  
NICC Coordinator, Geographic Area Coordinators.

### 26.3.3 Preparedness Level 3

Description: Two (2) or more Geographic Areas are experiencing wildland, prescribed fire, or support to the NRP requiring a major commitment of National Resources. Additional resources are being ordered and mobilized through NICC. Incident Management Teams are committed in two (2) or more Geographic Areas for wildland fire or support to the NRP, or 275 crews are committed nationally.

A. Management Direction/Consideration:

Agency/Geographic Areas monitor WFU, prescribed fire activities, and suppression requirements to maximize efficient resource utilization for identified priorities.

Responsibility:

Agency Administrators within Geographic Areas.

B. Management Direction/Consideration:

Ensure agency fire qualified personnel are available for fire assignments.

Responsibility:

Agency Administrators within Geographic Areas.

C. Management Direction/Consideration:

Daily morning briefings conducted for the NIFC Directorate.

Responsibility:

NICC Coordinator.

D. Management Direction/Consideration:

Coordinate the prepositioning of National Resources, as appropriate.

Responsibility:

NICC Coordinator.

E. Management Direction/Consideration:

Consider requesting Severity Funds to strengthen fire preparedness capability (scarce National Resources).

Responsibility:

NICC Coordinator.

F. Management Direction/Consideration:

Assess resource availability from Canada.

Responsibility:  
NMAC.

G. Management Direction/Consideration:  
Monitor critical Fire Cache Supply Inventories and provide appropriate direction to Geographic Areas.

Responsibility:  
NMAC.

H. Management Direction/Consideration:  
Geographic Areas provide NICC with timely intelligence on existing and emerging situations.

Responsibility:  
Geographic Area Coordinators.

I. Management Direction/Consideration:  
AMD and FS Aviation inspect all Type 1 and Type 2 Helicopters.

Responsibility:  
National Aviation Officer, FS, and Director, AMD.

J. Management Direction/Consideration:  
Advise the military of the need for a Defense Coordinating Officer (DCO) to be assigned to NIFC.

Responsibility:  
NICC Coordinator.

K. Management Direction/Consideration:  
Evaluate the need to activate the National Interagency Support Cache Coordinator at NICC.

Responsibility:  
NICC Coordinator and National Interagency Support Cache Managers.

#### **26.3.4 Preparedness Level 4**

Description: Two (2) or more Geographic Areas are experiencing wildland fire and/or support to the NRP requiring Type 1 Teams; competition exists for resources between Geographic Areas. When 425 crews or five (5) Type 1 Teams are committed nationally.

A. Management Direction/Consideration:

Establish MAC Group at NIFC and conduct MAC Group Meetings daily.

Responsibility:

NMAC.

B. Management Direction/Consideration:

WFU and prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the Regional or State Office level. This approval must be based on an assessment of risk, impacts of the proposed actions on Area resources and activities, and include feedback from the GMAC. The GMAC provides information or perspectives to agencies wishing to proceed with or implement a WFU or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility:

Agency Administrators and Regional and State Offices.

C. Management Direction/Consideration:

Establish IR Coordinator position at NICC, as appropriate.

Responsibility:

NICC Coordinator.

D. Management Direction/Consideration:

Allocate/preposition National Resources.

Responsibility:

NMAC.

E. Management Direction/Consideration:

Train additional emergency firefighters as may be appropriate.

Responsibility:

Agency Administrators within Geographic Areas.

F. Management Direction/Consideration:

Coordinate “off-site” training of emergency firefighters with Geographic Areas.

Responsibility:

NMAC Coordinator.

G. Management Direction/Consideration:

Encourage: (1) Assignment of Communications Frequency Managers and Aviation Specialists to all complex multiple incidents; and (2) Activation of MAC Group as may be appropriate.

Responsibility:

Agency Administrators within Geographic Areas.

H. Management Direction/Consideration:

Geographic Areas provide NICC with fire priorities and other pertinent information at [0300 and 1700 daily].

Responsibility:

Agency Administrators within Geographic Areas.

I. Management Direction/Consideration:

Implement Military Training Plan. Assemble Training Cadre for training military.

Responsibility:

NMAC Coordinator.

J. Management Direction/Consideration:

AMD and FS Aviation contract, award, and inspect additional CWN Type 1 and Type 2 Helicopters.

Responsibility:

National Aviation Officer, FS

K. Management Direction/Consideration:

Activate the National Interagency Aviation Coordinator position.

Responsibility:

National Agency Aviation Offices – FS, BLM, and AMD.

L. Management Direction/Consideration:

Activate the National Interagency Support Cache Coordinator position at NICC.

Responsibility:

NICC Coordinator.

### **26.3.5 Preparedness Level 5**

Description: Geographic Areas are experiencing major incidents which have the potential to exhaust all agency fire resources. When 550 crews are committed nationally.

A. Management Direction/Consideration:  
Continue with National Preparedness Level 4 activities.

Responsibility:  
NMAC Coordinator.

B. Management Direction/Consideration:  
Request Canadian Liaison for the NMAC.

Responsibility:  
NMAC Coordinator

C. Management Direction/Consideration:  
Access the need for International assistance.

Responsibility:  
NMAC

D. Management Direction/Consideration:  
Add Coordinator position at NICC to coordinate military mobilizations.

Responsibility:  
NMAC Coordinator.

E. Management Direction/Consideration:  
WFU and prescribed fire application can be continued or be initiated if the proposed action is recommended at the Regional or State level. The National Agency Representative will assess risk and impacts of the proposed actions and discuss with NMAC. This group will have an opportunity to provide information or perspectives to agencies wishing to proceed with or implement a WFU or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility:  
Agency Administrators, Regional and State Office Fire Staff, NIFC Staff, and NMAC.

F. Management Direction/Consideration:

Prepare Geographic Area evaluation/assessment of current and projected fire situation when requested by the NMAC.

Responsibility:  
GMACs.

G. Management Direction/Consideration:  
When requested by the NMAC, make available and incorporate project equipment into the NFES Fire Cache System.

Responsibility:  
GMACs.

#### **26.3.6 Preparedness Level 5 to 4**

Description: Competition for resources has significantly decreased. No critical fire weather events are forecasted for the next twenty-four (24) hours, and moderating weather conditions are forecasted for the next three (3) to five (5) days.

#### **26.3.7 Preparedness Level 4 to 3**

Description: Significant demobilization is occurring. Crews are being released daily and sent to home units. One hundred (100) rested crews are available for new fires. All military resources have been released. Moderating conditions are forecasted for the next twenty-four (24) hours. *Type 1 IMT availability exceeds twenty five percent (25%)*

#### **26.3.8 Preparedness Level 3 to 2**



Description: The majority of large fires are contained. Initial attack resources are again available. Geographic Area Crew availability is at or above the 50% level. There is no competition for resources between Geographic Areas. Large fire areas are expected to receive precipitation, with associated higher humidity and lower temperatures.

### **26.4 National Multi-Agency Coordinating Group (NMAC) Decisions**

All NMAC Decisions affecting Geographic Areas and/or providing management guidance will be documented on the NICC web page, located at the following web site: <http://www.nifc.gov/news/nmac2/index.html>. Additional information may be required from Geographic Areas and Coordinating Groups in order to effectively develop strategy.



## **26.5 Follow-Up Evaluation**

The NMAC Coordinator will document decisions and their results and will report to the NMAC during subsequent meetings.

## **27 Mobilization Procedures for Military Assets and International Assignments**

It is advisable that units and field level users intending to order and utilize military resources obtain copies of the Military Use Handbook, NFES #2175. The short term use of trained DoD assets should be considered until civilian or wildland fire agency resources become available to replace DoD assets. For long term use/assignments, the following process will be followed;

### **27.1 Established Resource Ordering Process**

The established resource ordering process will be utilized, including standard resource order format.

- A. NICC will determine if all available civilian resources are committed.
- B. The Resource Order will be passed back to the Geographic Area indicating that military assets are the only available resources and estimated timeframes for delivery.
- C. The Resource Order will be passed back from the Geographic Area to the ordering unit dispatch center, indicating military assets are the only available resources and estimated timeframes for delivery.
- D. The Resource Order will be passed back from the ordering unit dispatch center to the incident indicating military assets are the only available resource and estimate timeframes for delivery. It may be necessary for the unit dispatcher to redeploy civilian crews to insure military units are kept intact by deploying a minimum of one (1) battalion to the same incident.
- E. The incident must reorder the military assets on a Resource Order in the following manner:
  1. Crews: Will be ordered by battalion (25 crews). Each battalion will have one (1) “C” request number. Each battalion will initially be deployed to the same incident.
  2. Each Resource Order for crews will be accompanied by “O” requests for:

- a) One (1) Battalion Military Liaison (BNML).
- b) One (1) Deputy BNML.
- c) Four (4) Strike Team Leaders – Military (STLM).
- d) Twenty-eight (28) Military Crew Advisors (MCAD) (Minimum Crew Boss qualified), which will accompany the military firefighters through training and remain committed throughout the assignment (30–33 days).

3. Aviation: Aviation support will be ordered by required missions. It should be noted that military Aviation resources, when compared to civilian resources, are restricted in mission capability.

Each group of missions will have its own “A” request number. Each Resource Order will specify the following information:

- a. Pounds of external cargo per day.
- b. Number of passengers (PAX) per day.
- c. Hours of water bucket missions per day.
- d. Pounds of internal cargo per day.
- e. Estimation of aircraft needed.
- f. Aviation communication needs.

4. Helicopter Modules/Managers

- a. Blackhawk (UH-60) Helicopters require one (1) Helicopter Manager for each aircraft.
- b. Chinook (CH-47) Helicopters require one (1) Helicopter Manager per aircraft for water bucket missions; or one (1) Manager and two (2) crew members during passenger and/or cargo missions.
- c. Civilian military Helicopter Managers should not be assigned to military Command/Control aircraft **unless** civilian firefighters are being transported.

5. Vehicles: Vehicles will be ordered by required missions. Each group of missions will have its own “E” request number.

Each Resource Order will specify the following information:

- a. Number of passengers per day.
- b. Pounds of cargo per day.

F. The Resource Order will then be passed from the incident through established ordering channels to NICC. NICC will certify no civilian assets are available, and then forward the Resource Order to the appropriate Continental United States Military Headquarters.

G. NICC will provide the following items:

1. Air transportation, if needed, from installation to the jetport closest to the incident.
2. Five (5) kits of programmable handheld radios, which will be mobilized with the battalion.

H. The incident, on a separate request number, must order enough support equipment, caterers, showers, transportation, and hand tools to equip the military (500-600 firefighters and support personnel). The incident will need to supply diesel fuel for ground vehicles, and fuel for Aviation assets. All firefighting personnel will come equipped with PPE.

## **27.2 Civilian Support**

All other civilian support requested specifically by the military at the incident will follow the established ordering procedures.

## **27.3 Demobilization Procedures**

Procedures will be reversed. However, a lead time of seventy-two (72) hours will be needed to release military firefighters. NICC will release assets to the military and normally provide air transport from the nearest airport. The incident should be prepared to provide ground transportation to the airport. All tools, PPE, and other firefighting issued equipment need to be collected at the incident prior to demobilization.

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## **27.4 International Operations**

### **27.4.1 Canada Support**

Mobilizations involving the United States of America (USA) and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements.

Requests to Canadian agencies will normally be made after USA resources are depleted, shortages are projected, or reasonable timeframes cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The USA may request air tankers from Canada only after all available contract, add-on, and MAFFS aircraft have been mobilized. The USA may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

### **27.4.2 Australia Support and New Zealand Support**

Mobilizations involving the United States, Australia, and New Zealand are coordinated through NICC, and are defined in the Wildfire Arrangements between the Department of the Interior and Department of Agriculture of the United States and the Australian and New Zealand Participating Agencies and in the Annual Operating Plan for these Arrangements. Request to Australian and New Zealand Participating Agencies will normally be made after USA resources are depleted, shortages are projected, or reasonable timeframes cannot be met.

### **27.4.3 Mexico Support**

Mobilizations involving the United States and Mexico for fires within ten (10) miles either side of the U.S. – Mexico border are defined in the Wildfire Protection Agreement between the Department of the Interior and the Department of Agriculture of the United States and the Secretariat of Environment, Natural Resources, and Fisheries of the United Mexican States for the Common Border.

Mobilizing USA resources for suppression assistance within Mexico beyond the ten (10) mile zone must be approved and coordinated by NICC, be authorized for reimbursement by the U.S. Agency for International Development's Office of Foreign Disaster Assistance, and be received by NICC through a request from the U.S. Forest Service's Disaster Assistance Support Program. (See Chapter 10, Section 12.1.2.)

#### **27.4.4 Other Nations Support for Large Scale Mobilizations**

Large scale mobilizations for reimbursable direct support to disasters (fires or all-hazard) in other nations are based on requests received through the Forest Service International Program's Disaster Assistance Support Program (DASP). DASP responds to requests from the U.S. Agency for International Development's Office of Foreign Disaster Assistance (OFDA). OFDA works closely with U.S. Ambassadors in foreign countries, who must determine if an incident in a foreign country warrants U.S. involvement. If the Ambassador does feel the incident is beyond the capability of the affected government, the affected government has requested the assistance, and it is in the best interest of the U.S. Government to assist, the Ambassador can "declare" a disaster. That declaration is the activation mechanism for U.S. support. If that support would include resources available through the land management agencies, OFDA would go to DASP, who would place requests through NICC.

Small scale requests for disaster assistance or technical assistance are coordinated directly by DASP through the home units of the requested individuals.

More information concerning the mission of OFDA and how it organizes and responds to international disasters can be found in OFDA's Field Operations Guide for Disaster Assessment and Response (FOG). The FOG can be located at the following web site:

[http://www.usaid.gov/hum\\_response/ofda](http://www.usaid.gov/hum_response/ofda).

More information on DASP is located at: <http://www.fs.fed.us/global>.

**28 Dispatch Forms**

- 28.1 Resource Order Form
- 28.2 Food Service Request Form
- 28.3 Passenger and Cargo Manifest Form
- 28.4 Aircraft Flight Request/Schedule Form
- 28.5 Infrared Aircraft Scanner Request Form
- 28.6 FAA Temporary Tower Request Form
- 28.7 Preparedness/Detail Request Form
- 28.8 Incident Status Summary (ICS-209) Form
- 28.9 Incident Management Situation Weather Outlook Form
- 28.10 Weekly Wildland Fire Weather/Fire Danger Outlook Form
- 28.11 Monthly Wildland Fire Weather/Fire Danger Outlook Form
- 28.12 Wildland Fire Entrapment/Fatality Form
- 28.13 Documentation of Length of Assignment Extension Requirements Form

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## 28.1 Resource Order Form

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**28.2 Food Service Request Form****FOOD SERVICE REQUEST FORM**

Incident Name: \_\_\_\_\_ Management/Fiscal Code: \_\_\_\_\_

Resource Order No. \_\_\_\_\_ Request No. \_\_\_\_\_ Date: \_\_\_\_\_

**I. Requested Date, Time, Meal Types, and Number of Meals**

1. Requested Date and Time for first meal, Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Estimated numbers for the first three meals

1<sup>st</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner2<sup>nd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner3<sup>rd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner

3. Fresh Food Boxes (Alaska Only): \_\_\_\_\_

**This Block for NICC / AICC Use Only.**

Actual agreed upon Date/Time first meals are to be served: Date: \_\_\_\_\_ Time: \_\_\_\_\_

(Minimum guaranteed payment is based on these estimates, see Section G2.2):

1<sup>st</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner2<sup>nd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner3<sup>rd</sup> meal: \_\_\_\_\_ [ ] Hot Breakfast [ ] Sack Lunches [ ] Dinner**II. Location**

Reporting location: \_\_\_\_\_

Incident Contact person: \_\_\_\_\_

Contracting Officer's Technical Representative: \_\_\_\_\_

Food Unit Leader: \_\_\_\_\_

**III. Support Information for Contractors**

Nearest authorized potable water source: \_\_\_\_\_

The benefiting unit is responsible for providing the following services:

1. Gray water removal
2. Potable water
3. Department of Health notified (optional)

Incidents requesting additional potable water tenders, gray water tenders, handwash stations, or refrigerated units must assign new request No. for each additional resource ordered.

**IV. Estimated Incident Duration and Needs**

1. Anticipated Duration of Incident: \_\_\_\_\_

2. Anticipated Peak Number of Personnel at Incident: \_\_\_\_\_

3. Spike Camps? [ ] Yes [ ] No, Number: \_\_\_\_\_, No. of meals per camp per day: \_\_\_\_\_

**V. For Additional Information**

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

GACC: \_\_\_\_\_ Telephone: \_\_\_\_\_

National Interagency Coordination Center – (208) 387-5400

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### 28.3 Passenger and Cargo Manifest Form

STANDARD FORM 245 (6-77) Prescribed by USDA FSM 5716 USDA MP9400.51B		<b>PASSENGER AND CARGO MANIFEST</b>				NO. OF PASSENGERS ON THIS PAGE _____		PAGE _____ OF _____	
ORDERING UNIT			PROJECT NAME			PROJECT NO.			
NAME OF CARRIER			MODE OF TRANSPORTATION & ID. NO.			PILOT OR DRIVER			
CHIEF OF PARTY			REPORT TO			IF DELAYED, CONTACT			
DEPARTURE PLACE		ETD	ETA	INTERMEDIATE STOPS PLACE		ETD	ETA	DESTINATION PLACE	
PASSENGER AND OR CARGO NAME			M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT IF APPLICABLE		HOME UNIT
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
SIGNATURE OF AUTHORIZED REPRESENTATIVE								DATE	

245-101

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## 28.4 Aircraft Flight Request/Schedule Form

<b>Aircraft Info</b>	<b>Change #:</b>	<b>6. Aircraft Info</b>
FAA NH#:	Billet Code (OAS A/C only):	Flight Schedule No.
Pax Seats	Make/Model:	Color:
Vendor:	Phone No.:	Pilot(s):
<b>7. Administrative Document:</b>		
OAS-23 or OAS 2 FS 6500-12Z Other: Route Document To:	8. Review (if applicable)	
Hazard Analysis Performed - Dispatch/Aviation Mgr. Checklist - Other:		
Date/Time:		

## HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

<b>I. MISSION FLIGHT HAZARD ANALYSIS</b> (for flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:		
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factors: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE: _____ SUNSET: _____ <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights: MAX LANDING ELEV (MSL): _____ MIN. FLIGHT ALTITUDE AGL: _____ <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other: _____
<b>II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST</b>		
<input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor; carding meets requirements; <input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety training; <input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure; <input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use	<input type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions <input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements. <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks: _____	
<b>III. APPROVALS</b>		
Note: Reference Handbook 9420 for approval(s) required.		
<b>A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY:</b> _____ Chief-of-Party Signature		
<b>B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY:</b> _____ Dispatcher Or Aviation Manager Signature Required		
<b>C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **:</b> _____ DATE: _____		
<b>D. THIS FLIGHT IS APPROVED BY (Authorized Signature):</b> _____ DATE: _____		
** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.		



## 28.5 Infrared Aircraft Scanner Request Form

### INFRARED AIRCRAFT SCANNER REQUEST

<b>Incident# &amp; Project#:</b>		<b>BLM#:</b>		<b>A#</b>	
Incident Name:		Date/Time:			
Ordering Unit:		Telephone #:			
Local Dispatch:		Telephone #:			
GACC:		Telephone #:			
National IR Coord:		Telephone #: (208) 387-5381			
		FAX #			
		Cell # (208) 859-4475			
Regional IR Coord:		Telephone #: ( )			
		FAX #: ( )			
		Cell #: ( )			
IR Interpreter Ordered:		<input type="checkbox"/> YES <input type="checkbox"/> NO		Telephone #: ( )	
IR Interpreter Assigned:		Cell #: ( )			
Location: Motel		Motel #: ( )			
Office or ICP		FAX #: ( )			
SITL Name and Location:		Telephone #: ( )			
Incident Elevation (AVG):		Feet MSL		Approximate Size: Acres	
Weather Over The Incident:					
Delivery Point:		Alt. Delivery Pt:			
Delivery type:		<input type="checkbox"/> Land Aircraft		<input type="checkbox"/> Air Drop	
		<input type="checkbox"/> Scanned file (give email address or ftp site in box below)			
Delivery time:					
Delivery point weather:					

#### Radio Frequencies

Local admin. Unit	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Alternative Freq	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:
Air Tactical Group Supervisor	Tx:	Mhz	Tone:	Rx:	Mhz	Tone:

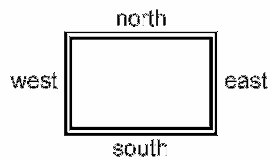
<b>Incident Location from 2 VORs:</b>		<b>(Degrees)</b>		<b>(nautical miles)</b>	
<b>VOR:</b>	<b>Azimuth:</b>	<b>Distance:</b>	<b>VOR:</b>	<b>Azimuth:</b>	<b>Distance:</b>

**Mission Objective and Description:**

#### LATITUDE/LONGITUDE INFORMATION NEEDED FOR EACH MISSION

##### Mapping Block

NORTH		
SOUTH		
EAST		
WEST		



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**28.6 FAA Temporary Tower Request Form****TEMPORARY TOWER REQUEST FORM**

(Note - this form should be used in conjunction with the checklists located in Chapter 11 of the Interagency Airspace Coordination Guide ([www.fs.fed.us/r6/fire/aviation/airspace](http://www.fs.fed.us/r6/fire/aviation/airspace))  
Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC), through established ordering channels.

**I. GENERAL INFORMATION:**

Incident Name \_\_\_\_\_ Management/Fiscal Code \_\_\_\_\_  
Resource Order Number \_\_\_\_\_ Request Number \_\_\_\_\_  
Date \_\_\_\_\_

**II. POINTS OF CONTACT**

	Name/Agency	Telephone
Ordering Unit _____		
Air Ops/Air Support _____		
Local or Expanded Dispatch _____		
Geographic Area Coordination Ctr _____		
National Interagency Coordination Ctr _____		
FAA POC at ROC _____		
Name / Phone Number of Airport Owner / Operator _____		
Has the Airport Owner been notified?    YES                      NO		
Requested Operational Hours: _____		
Estimated Length of Duration: _____		

**III. SUPPORT INFORMATION**

Closest City/Town \_\_\_\_\_ State \_\_\_\_\_

Where is the proposed location of the temporary tower (Select one or explain):

Airport Name & FAA Code \_\_\_\_\_ Helibase \_\_\_\_\_

Incident Command Post \_\_\_\_\_ Other \_\_\_\_\_

Is a facility available on site for use as a tower (Select one or explain)?

FBO Site/Room rental/etc \_\_\_\_\_ Rental Trailer \_\_\_\_\_

Facility to be built on site \_\_\_\_\_ Other \_\_\_\_\_

Conditions to expect for overnight at site: Camp \_\_\_\_\_ Hotel \_\_\_\_\_

Is a vehicle (Gov't or rental) available for tower personnel?    YES                      NO

Please attach detailed driving directions to the reporting site

Note: Road closures, hazardous conditions, easiest route of travel, etc

**IV. EQUIPMENT SURVEY - Refer to Chapter 11 checklist / Interagency Airspace Coordination Guide**

What equipment do you currently have (radios, etc) for use by tower personnel?

\_\_\_\_\_  
\_\_\_\_\_

What equipment do you need? (radios, etc)

\_\_\_\_\_  
\_\_\_\_\_

Have you completed an inventory of equipment?

\_\_\_\_\_

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**28.7 Preparedness/Detail Request Form****PREPAREDNESS/DETAIL REQUEST**

**ATTACHMENT TO RESOURCE ORDER NUMBER:** \_\_\_\_\_  
**REQUEST NUMBER /S/:** \_\_\_\_\_

1. POSITION(S): \_\_\_\_\_ NUMBER OF PERSONS REQUESTED: \_\_\_\_\_
2. MINIMUM "RED CARD" RATING: \_\_\_\_\_
3. EMPLOYMENT STATUS : ☐ REGULAR FEDERAL AGENCY ☐ A.D. OTHER: \_\_\_\_\_
4. AGENCY UNIFORM: ☐ YES ☐ NO FIRE RESISTANT CLOTHING: ☐ YES ☐ NO
5. DRIVERS LICENSE NEEDED: ☐ YES ☐ NO ENDORSEMENT: \_\_\_\_\_
6. GOVERNMENT VEHICLE: ☐ YES ☐ NO TYPE: \_\_\_\_\_
7. PRIVATE VEHICLES AUTHORIZED: ☐ YES ☐ NO NUMBER: \_\_\_\_\_
8. RADIOS NEEDED: ☐ YES ☐ NO TYPE: \_\_\_\_\_ NUMBER: \_\_\_\_\_
9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
10. LENGTH OF DETAIL: \_\_\_\_\_ THROUGH: \_\_\_\_\_
11. ESTABLISHED WORKWEEK: \_\_\_\_\_  
HOURS OF DUTY: \_\_\_\_\_  
OVERTIME AUTHORIZED: ☐ YES ☐ NO.  
AUTHORIZATION NUMBER: \_\_\_\_\_
12. PERSONNEL MAY BE ROTATED: ☐ YES ☐ NO HOW OFTEN: \_\_\_\_\_  
ROTATION PAID BY: \_\_\_\_\_
13. BASE SALARY PAID BY: \_\_\_\_\_  
TRAVEL PAID BY: \_\_\_\_\_ PER DIEM PAID BY: \_\_\_\_\_
14. EQUIPMENT USE MILEAGE PAID BY: \_\_\_\_\_
15. REQUESTING UNIT'S ELECTRONIC ADDRESS: \_\_\_\_\_
16. REQUESTING UNIT'S ESTIMATED TOTAL COST: \_\_\_\_\_
17. REQUESTING UNIT'S PERSONNEL OFFICER: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
18. REQUESTING UNIT'S FINANCE OFFICER: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
19. TEMPORARY DUTY STATION: \_\_\_\_\_  
ADDRESS / PO BOX: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_
20. GOVERNMENT LODGING: ☐ YES ☐ NO MESS HALL: ☐ YES ☐ NO.  
GOVERNMENT COOKING FACILITIES ONLY: ☐ YES ☐ NO  
COMMERCIAL LODGING: ☐ YES ☐ NO. RATE: \_\_\_\_\_ MEALS: ☐ YES ☐ NO.
21. NEAREST COMMERCIAL AIRLINE CITY: \_\_\_\_\_
22. REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7/22/2004

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**28.8 Incident Status Summary (ICS-209) Form****Incident Status Summary (ICS-209)**

1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name	
6: Incident Kind	7: Start Date Time	8: Cause	9: Incident Commander		10: IMT Type	11: State-Unit	
12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:			14: Short Location Description (in reference to nearest town):			
<b>Current Situation</b>							
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date: Time:		18: Line to Build	19: Costs to Date	20: Declared Controlled Date: Time:	
21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information				
			Type of Structure	# Threatened	# Damaged	# Destroyed	
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence				
			Commercial Property				
			Outbuilding/Other				
26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):							
12 hours:							
24 hours:							
48 hours:							
72 hours:							
27: Critical Resource Needs (kind & amount, in priority order):							
1.							
2.							
3.							
28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.							
29: Resources threatened (kind(s) and value/significance):							

30: Current Weather Conditions Wind Speed:   mph   Temperature: Wind Direction:   Relative Humidity:								31: Resource benefits/objectives (for prescribed/wildland fire use only):							
32: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.															
33: Today's observed fire behavior (leave blank for non-fire events):															
34: Significant events today (closures, evacuations, significant progress made, etc.):															
<b>Outlook</b>															
35: Estimated Control Date and Time:			36: Projected Final Size:			37: Estimated Final Cost:			38: Tomorrow's Forecasted Weather Wind Speed:   mph   Temperature: Wind Direction:   Relative Humidity:						
39: Actions planned for next operational period:															
40: Projected incident movement/spread during next operational period:															
41: For fire incidents, describe resistance to control in terms of:															
1. Growth Potential -															
2. Difficulty of Terrain -															
42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?															
43: Projected demobilization start date:															
44: Remarks:															
<b>45: Committed Resources</b>															
Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGs		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		



Total														

46: Cooperating and Assisting Agencies Not Listed Above:

### Approval Information

47: Prepared by:

48: Approved by:

49: Sent to:

by:

Date:

Time:

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**28.9 Incident Management Situation Weather Outlook Form**

**INCIDENT MANAGEMENT SITUATION WEATHER OUTLOOK**

**Red Flag Warnings:**

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**Fire Weather Watches:**

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<b>Geographic Area Weather</b>	<b>High Temperatures</b>	<b>Min. Relative Humidity</b>	<b>Wind</b>
------------------------------------	------------------------------	-----------------------------------	-------------

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**28.10 Weekly Wildland Fire Weather/Fire Danger Outlook Form**

**WEEKLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK**

**Weekly Fire Weather/Fire Danger Outlook for:** \_\_\_\_\_  
(specify dates of 7 to 10 day period)

\_\_\_\_\_ **Predictive Services**  
(Geographic Area name)

**Issued:** \_\_\_\_\_  
(date)

**Weather Discussion:**

<b>Day</b>	<b>Fire Danger</b>	<b>Weather</b>
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**28.11 Monthly Wildland Fire Weather/Fire Danger Outlook Form****MONTHLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK****1. Reporting Unit:** \_\_\_\_\_**2. Date:** \_\_\_\_\_**3. Potential for Serious/Critical Fire Problems:**

<b>This Coming Month</b>	<b>Below Normal</b>	<b>Normal</b>	<b>Above Normal</b>
<b>This Season</b>	<b>Below Normal</b>	<b>Normal</b>	<b>Above Normal</b>

**Comments:** \_\_\_\_\_**4. Fire Weather Outlook: (Addresses the following factors)****Drought Conditions:** \_\_\_\_\_**Precipitation Anomalies and Outlook:** \_\_\_\_\_**Temperature Anomalies and Outlook:** \_\_\_\_\_**5. Fuels:**

<b>Fine – Grass Stage</b>	<b>Green</b>	<b>Cured</b>	
<b>New Growth</b>	<b>Sparse</b>	<b>Normal</b>	<b>Above Normal</b>

**Live Fuel Moisture (sage, deciduous, conifer):** \_\_\_\_\_**1000 Hour Dead Fuel Moisture:** \_\_\_\_\_**Normal/Average Fuel Moisture for this Time of Year:** \_\_\_\_\_**6. Average Fire Occurrence/Acres Burned (to date, 5 year average):**

\_\_\_\_\_

**7. Actual Occurrence/Acres Burned (to date, this year):** \_\_\_\_\_**8 Written Summary (The text from this summary will be used in the National Wildland Fire Outlook). (Attach to this form.)****9. Fire Outlook Map (Attach to this form.)**

**A Geographic Area outline map showing Areas of below normal, normal, and above normal fire potential shall be submitted, along with the Monthly Fire Weather/Fire Danger Outlook Report. The map template can be found at:**

[http://www.nifc.gov/news/intell\\_predsर्व\\_forms/national\\_map.html](http://www.nifc.gov/news/intell_predsर्व_forms/national_map.html)

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## 28.12 Wildland Fire Entrapment/Fatality Initial Report Form

	<b>Wildland Fire Fatality and Entrapment</b> <b>INITIAL REPORT</b>
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Complete this report for fire-related entrapment and/or fatalities. Timely reporting of wildland-related entrapments or fatalities is necessary for the rapid dissemination of accurate information to the fire management community. It will also allow fire safety and equipment specialists to quickly respond to these events as appropriate. This initial report does not replace agency reporting or investigative responsibilities, policies, or procedures. Immediately notify the National Interagency Coordination Center (NICC). Submit this written report within 24 hours—even if some data are missing—to the address given below.

NICC—National Interagency Fire Center  
3833 South Development Ave.

Phone: 208-387-5400  
Fax: 208-387-5414

NICC Intelligence Section  
E-mail: nicc\_intel@nifc.blm.gov

Submitted by: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Phone: \_\_\_\_\_

Position: \_\_\_\_\_  
Location: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 1. General Information

- Date of event \_\_\_\_\_ Time \_\_\_\_\_
- Fire name, location, agency, etc. \_\_\_\_\_
- Number of personnel involved \_\_\_\_\_
- Number of: Injuries \_\_\_\_\_ Fatalities \_\_\_\_\_

### 2. Fatalities

- Type of accident:
  - ☐ Aircraft
  - ☐ Vehicle
  - ☐ Natural (lightning, downed tree, etc.)
  - ☐ Smoke
  - ☐ Medical (heart, stroke, heat, etc.)
  - ☐ Entrapment
  - ☐ Struck by falling object
  - ☐ Other
- Where fatality/entrapment occurred:
  - ☐ Fire site
  - ☐ In transit
  - ☐ Incident base
  - ☐ Other
- Employing agency \_\_\_\_\_
- Unit name \_\_\_\_\_
- Address \_\_\_\_\_
- For further information, contact \_\_\_\_\_
- Home mail address \_\_\_\_\_
- Phone \_\_\_\_\_

**Note:** In the event of fatality, do not release names until word of law are notified.

### 3. Fire-Related Information

- Fuel model \_\_\_\_\_
- Temperature \_\_\_\_\_ RH \_\_\_\_\_ Wind \_\_\_\_\_ mph
- Topography \_\_\_\_\_
- \_\_\_\_\_ Slope \_\_\_\_\_ %
- Fire size at the time of the incident/accident \_\_\_\_\_ acres
- Incident management type at the time of the incident/accident:  
(circle one) 1 2 3 4 5
- Urban/wildland intermix? ..... ☐ Yes ☐ No
- Cause of fire: ☐ Natural ☐ Incendiary ☐ Accidental  
☐ Unknown

### 4. Entrapment Information

A situation where personnel are unexpectedly caught in a fire-behavior-related, life-threatening position where escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. Note: Engine and dozer burnovers also constitute entrapments.

- Brief description of the accident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Entrapment Description

- Person trapped ☐ With fire shelter ☐ Without fire shelter
- Burns/smoke injuries incurred while in the shelter ..... ☐ Yes ☐ No
- Burns/smoke injuries incurred while escaping entrapment ..... ☐ Yes ☐ No
- Burns/smoke injuries incurred while fighting fire ..... ☐ Yes ☐ No
- Fire shelter performed satisfactorily ..... ☐ Yes ☐ No

\* Fire shelter was available, but not used ..... ☐ Yes ☐ No

#### Personal Protective Equipment Used

- Fire shelter ..... ☐ Yes ☐ No
- Gloves ..... ☐ Yes ☐ No
- Protective pants ..... ☐ Yes ☐ No
- Boots ..... ☐ Yes ☐ No
- Protective shirt ..... ☐ Yes ☐ No
- Goggles ..... ☐ Yes ☐ No
- Face/neck protection ..... ☐ Yes ☐ No
- Hardhat ..... ☐ Yes ☐ No

NFES No. 2868

(Revised 2/01)

PMB No. 405-1

### 28.13 Documentation of Length of Assignment Extension Requirements Form

#### DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENSION REQUIREMENTS

Documentation of any type of assignment extension should include the following:

I. **Name and Position/Type of Resource:** \_\_\_\_\_  
\_\_\_\_\_

II. **Length of Extension:** \_\_\_\_\_

III. **Rationale for Extension (Circle all that apply):**

Life and Property threatened.

Suppression objective(s) are close to being met.

Replacement Resources are not available (Unable to Fill).

Military Assignment.

Other: \_\_\_\_\_  
\_\_\_\_\_

IV. **A. Single Resource Recommendation:**

Resource, Title, and Signature: \_\_\_\_\_  
\_\_\_\_\_

Section Chief Name, Title, and Signature: \_\_\_\_\_  
\_\_\_\_\_

**OR**

**Incident Management Team/Area Command Recommendation:**

Operations Section Chief: \_\_\_\_\_

Planning Section Chief: \_\_\_\_\_

Finance Section Chief: \_\_\_\_\_

Logistics Section Chief: \_\_\_\_\_

V. **Approval:**

\_\_\_\_\_  
Incident/Area Commander Signature

\_\_\_\_\_  
Date

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